

# **ANNUAL BUDGET OF RICHMOND MUNICIPALITY**



## **2016/2017 TO 2018/2019 MEDIUM TERM REVENUE AND EXPENDITURE FORECASTS**

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### Abbreviations and Acronyms

ASGISA	Accelerated and Shared Growth Initiative
BPC	Budget Planning Committee
CFO	Chief Financial Officer
CPI	Consumer Price Index
CRRF	Capital Replacement Reserve Fund
DBSA	Development Bank of South Africa
DoRA	Division of Revenue Act
FBS	Free basic services
GAMAP	Generally Accepted Municipal Accounting Practice
GRAP	General Recognised Accounting Practice
HR	Human Resources
IDP	Integrated Development Strategy
IT	Information Technology
km	kilometre
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
mSCOA	Municipal Standard Chart of Accounts
MFMA	Municipal Financial Management Act
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MPRA	Municipal Properties Rates Act
MSA	Municipal Systems Act
MTEF	Medium-term Expenditure Framework
MTREF	Medium-term Revenue and Expenditure Framework
NGO	Non-Governmental organisations
NKPIs	National Key Performance Indicators
OHS	Occupational Health and Safety
PBO	Public Benefit Organisations
PMS	Performance Management System
PPE	Property Plant and Equipment
SALGA	South African Local Government Association
SDBIP	Service Delivery Budget Implementation Plan
SMME	Small Micro and Medium Enterprises

## Part 1 – Annual Budget

### 1.1 Mayor's Report

I have pleasure in presenting the Draft Budget Report for 2016/2017, in terms of Section 24(21) of the MFMA, Act 56 of 2003.

This, being a Local Government Election year, is an important milestone for councillors and officials alike as it summarily assesses the impact of the past 5 years on how we have implemented expected norms and standards within legal prescripts. How do we adjust from our normal practices and procedures in order to facilitate the changing times and financial downturn that is being globally experienced?

Another historic fact is that this is the present Council's final Budget that brings with it the closure of our challenging term of office. Perhaps, there will be the momentous and radical shift in focus to ensure that we are able to leave a legacy that could be built upon and improved for the future. Herein lies the challenge and test that we should be both innovative and disciplined in our approach so as not to drift from the path we have always set for ourselves in producing a people-orientated and people-centred Budget that provides hope and fulfils the needs of all our community.

As difficult and testing as it may be, we must focus on Government's commitment to be fiscally disciplined as expounded by our Honourable President Jacob Zuma in his SONA and the Budget Speech of Honourable Pravin Gordhan, our very efficient Finance Minister. Both spoke of and focussed on cost-cutting measures in the face of global the decreasing rand and financial downturn.

Whilst we, as communicated by both our President and Finance Minister, will not resort to harsh austerity measures, we have to be prudent and realistic to ensure that we are able to be thrifty and cautious with public funds and as transparent as we can be to ensure open and transparent governance, especially with expenditure. The balancing act of controlling expenditure and income is always a tightrope walk of difficult proportions.

In our inactions and public participation processes, we find the wish-list of residents is sometimes extravagant in the extreme and fruitless in our efforts to improve the lives of our people. Whilst these interactions are largely invigorating and interesting, we have to muster the courage to place practicality above the high hopes of people. Projects have to be within the ambit of our IDP and National Development Plan and not for cosmetic beauty.

As is our practice, we have used the IDP's of all 7 wards to inform our Budget and also consider the priorities whilst shaving off the trimmings. That simply means belt-tightening and casting aside the temptation to waste and misuse funding from the public purse. As can be witnessed worldwide, the trend of "milking the public" of additional funds has slowed and is ending. More innovative ways have to be explored to fill the public purse and prevent the "milking of a dying cash-cow". Rates and taxes have to be reviewed and lessened if we are to save ourselves from economic disaster.

Whilst we strive for the three priorities of Government which are: poverty alleviation, job creation and the eradication of inequality, we must be realistic. Why do we create situations where individuals begin to feel it is their right to free services, jobs and hand-outs? There



exists the problematic paradox of very poor people trying to raise their standards of living by moving to the developed, urban areas of Richmond and then have to pay for services – rates, refuse removal and water, whilst some who are rich live in the still so-called rural areas! The latter pay no rates, refuse removal fees and receive free water. Where then do we draw the line and apply the 3<sup>rd</sup> priority of Government- the eradication of inequality? Some of these individuals live in luxury, drive state-of-the-art vehicles whilst their fellow residents suffer to prop up the municipal income.

In attempting to close the gap between the poorest of the poor and the better-off, our Budget seeks to prudently distribute scarce resources equally in all wards and also strives to ensure that existing infrastructure is adequately maintained and built where the need exists.

We should begin in the next financial year to inculcate in our people a culture of giving rather than looking for hand-outs. Each of us should uncritically ask the simple adage: "What can I do for my town?" rather than "What can my town do for me?".


Whilst not seemingly affecting individuals, we are all indirectly affected when vandalism is committed by burning schools, torching municipal buildings, destroying road signs, burning tyres in pseudo-protests on asphalt roads, damaging road signs and property. These are random acts of violence against the community that impacts seriously and negatively on all residents, whether one pays for services or not. It is the responsibility of all residents to prevent and report such heinous acts of stupidity, for it is idiots who are responsible for these silly deeds. And this adds to the expenditure of our scarce finances.

We still have some way to go to successfully reduce our expenditure on employees. Our target is to reach an expenditure of around 35% in the near future. In this financial year we propose to spend around R36.3 million on the Capital Budget with around R31 million funded from MIG and R2 million funded by other grants.

We are indebted to our dedicated officials from all departments who contribute so expertly in guiding us to reach our objectives of fiscal discipline and belt-tightening. Presently, due to a lack of office space, after the wanton arson attack on our buildings, our CFO, Sanjay Mewalall and our Municipal Manager, Sbu Sithole are working in difficult conditions in cramped offices. Thanks to all residents, officials, ward committee members and councillors for their continued support and input for producing a people-friendly Budget that should meet the expectations of even our sternest critics.

**LET'S PUT OUR MONEY WHERE OUR MOUTHS ARE AND LET'S STRIVE TO SUCCEED FOR OUR PEOPLE.**

**FOR THE PEOPLE SHALL GOVERN!**



**CLLR ANDREW RAGAVALOO**  
**HONOURABLE MAYOR**

## 1.2 Council Resolutions

On **31 May 2016** the Council of Richmond Municipality met in the Council Chamber to consider the draft annual budget of the municipality for the financial year 2016/17. The Council approved and adopted the following resolutions:

1. The Council of Richmond Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts:

1.1. The annual budget of the municipality for the financial year 2016/17 and the multi-year and single-year capital appropriations as set out in the following tables:

1.1.1. Budgeted Financial Performance (revenue and expenditure by standard classification) as contained in Table A2;

1.1.2. Budgeted Financial Performance (revenue and expenditure by municipal vote) as contained in Table A3;

1.1.3. Budgeted Financial Performance (revenue by source and expenditure by type) as contained in Table A4; and

1.1.4. Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source as contained in Table A5.

1.2. The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

1.2.1. Budgeted Financial Position as contained in Table A6;

1.2.2. Budgeted Cash Flows as contained in Table A7;

1.2.3. Cash backed reserves and accumulated surplus reconciliation as contained in Table A8;

1.2.4. Asset management as contained in Table A9; and

1.2.5. Basic service delivery measurement as contained in Table A10.

2.1 The Council of Richmond Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2016:

a. the tariffs for property rates – as set out in Annexure A1,

b. the tariffs for solid waste services – as set out in Annexure A3

2.2 The Council of Richmond Municipality, acting in terms of Section 14 of the Local Government: Municipal Property Rates Act, 2004 (Act no. 6 of 2004), resolved to levy rates on properties reflected in the schedule below with effect from 1 July 2016

Category	Proposed Tariff (from 1 July 2016)
	<b>C</b>
RESIDENTIAL	0.0072645
BUSINESS, COMMERCIAL AND INDUSTRIAL	0.0146662
VACANT LAND	0.0217935
AGRICULTURAL	0.0018363
PUBLIC SERVICE PURPOSES	0.0146662
PUBLIC SERVICE INFRASTRUCTURE	0.0018363
PUBLIC BENEFIT ORGANISATION	0.0018363
UNAUTHORISED USE	0.0217935
OTHER	0.0042588

3. The Council of Richmond Municipality, acting in terms of 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2016 the tariffs for other services, as set out in Annexure A1 to A5 respectively.

4. To give proper effect to the municipality's annual budget, the Council of Richmond Municipality approves:

4.1. That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of the municipality's funding and reserves policy as prescribed by section 8 of the Municipal Budget and Reporting Regulations.

5. That in terms of section 24(2)©(iii) of the Municipal Finance Management Act, 56 of 2003, the measurable performance objectives for capital and operating expenditure by vote for each year of the medium term revenue and expenditure framework as set out in Supporting Table SA7 are approved.

6. That in terms of section 24(2)©(iv) of the Municipal Finance Management Act, 56 of 2003, the amendments to the integrated development plan as set out in Budget Chapter 17 are approved.

7.1 That in terms of section 24(2)©(v) of the Municipal Finance Management Act, 56 of 2003, the budget related policies, including any amendments (Procedure manuals and delegations) are approved for the budget year 2016/17.

8. That in terms of sections 22(2)(b) of the Municipal Finance Management Act read together with section 23(3) of the Municipal Budget and Reporting Regulations, council approves an application to National Treasury for the roll-over of any unspent balances (if applicable) of the 2014/2015 Financial Management Grant, Municipal Systems Improvement Grant and Municipal Infrastructure Grant (MIG).

(NB: All unspent 2015/2016 funds are committed)

9. Council notes the Service Delivery and Budget Implementation Plan (SDBIP) with the budget for subsequent approval by the mayor.
10. Council notes the Circular in respect to the Cost containment measures for Richmond Municipality
11. The Draft Service standards document is noted by council
12. Council notes the mSCOA Project plan and the progress to date.
13. Council adopts the organogram in terms of Section 66(a) of the Municipal Systems Act

### 1.3 Executive Summary

The application of sound financial management principles for the compilation of the municipality's financial plan is essential and critical to ensure that the municipality remains financially viable and that municipal services are provided sustainably, economically and equitably to all communities.

The municipality's business and service delivery priorities were reviewed as part of this year's planning and budget process. Where appropriate, funds were transferred from low- to high-priority programmes so as to maintain sound financial stewardship. A critical review was also undertaken of expenditures on noncore and „nice to have“ items.

It is about sticking to our plans despite challenging circumstances. The municipality's aim is to eliminate wasteful spending and reduce it on non-critical items so as to sustain service delivery and maintain strong public finances.

The Municipality will embark on implementing a range of revenue collection strategies to optimize the collection of debt owed by consumers by implementing the debt collection and credit control policy as well as the implementation of the approved revenue enhancement strategy.

National Treasury's MFMA Circular No. 51,54, 55,57,58,59,66,67,70,72, 74, 75,78 and 79 were used to guide the compilation of the 2016/17 MTREF.

The main challenges experienced during the compilation of the 2016/17 MTREF can be summarised as follows:

- The ongoing difficulties in the national and local economy;
- Aging and poorly maintained roads and other infrastructure assets;
- The need to reprioritise projects and expenditure within the existing resource envelope given the available sources of funding;
- Wage increases for municipal staff that continue to exceed consumer inflation, as well as the need to fill critical vacancies which makes it difficult to maintain the salaries budget within the acceptable norm as a percentage of the total operating budget; and
- Affordability of capital projects – original allocations had to be reduced and the operational expenditure associated with prior year's capital investments needed to be factored into the budget as part of the 2016/17 MTREF process.

The following budget principles and guidelines directly informed the compilation of the 2016/17 MTREF:

- The 2015/16 Adjustments Budget priorities and targets;
- Intermediate service level standards were used to inform the measurable objectives, targets and backlog eradication goals;
- Tariff and property rate increases should be affordable and should generally not exceed inflation as measured by the CPI. In addition, tariffs need to remain or move towards being cost reflective, and should take into account the need to address infrastructure backlogs;

- There will be no budget allocated to national and provincial funded projects unless the necessary grants to the municipality are reflected in the national and provincial budget and have been gazetted as required by the annual Division of Revenue Act;
- Local Government budget and Financial reforms: Regulation of a "Standard Chart of Accounts" (SCOA) for local government; and
- Local Government elections likely to be scheduled between May and August 2016.

In view of the aforementioned, the following table is a consolidated overview of the proposed 2016/17 Medium-term Revenue and Expenditure Framework:

**Table 1: Consolidated Overview of the 2016/17 MTREF**

R thousand	Adjustment Budget 2015/16	Budget Year 2016/17	Budget Year+1 2017/18	Budget Year+2 2018/19
Total Operating Revenue	90 711 483	89 655 780	94 433 244	99 610 800
Total Operating Expenditure	96 904 379	98 215 275	97 214 879	102 379 774
Surplus / (Deficit) for the year	-6 192 897	-8 559 495	-2 781 635	-2 768 974
Total Capital Expenditure	47 645 818	36 320 050	17 850 000	18 664 000

Total operating revenue has decreased by 1 per cent or R1 million for the 2016/17 financial year when compared to the 2015/16 Adjustments Budget. For the two outer years, operational revenue will increase by 5 per cent respectively, equating to a total revenue growth of R8, 8 million over the MTREF when compared to the 2015/16 financial year.

Total operating expenditure for the 2016/17 financial year has been appropriated at R98.2 million and translates into a budgeted deficit of R8, 5 million. When compared to the 2015/16 Adjustments Budget, operational expenditure has increased by 1 per cent in the 2016/17 budget and decreased by 1 per cent and increases by 5% for the two outer years of the MTREF. The operating deficit for the two outer years steadily decreases to R2.7 million respectively.

The capital budget of R 36.3 million for 2016/17 is 24 per cent less when compared to the 2015/16 Adjustment Budget. The reduction is due to various projects being finalised in the previous financial year and the availability of own funding. The capital programme decreases to R 17.8 million in the 2017/18 financial year and increases to R18.6 million in the 2018/2019 financial year. A substantial portion of the capital budget will be funded from government grants (MIG). The balance will be funded from internally generated funds.

#### 1.4 Operating Revenue Framework

The municipality's revenue strategy is built around the following key components;

- National Treasury's guidelines and macroeconomic policy;
- Efficient revenue management which aims to ensure a 80% percent annual collection rate for rates and other service charges;
- The municipality's Property Rates Policy approved in terms of the Municipal Property rates Act, 2004 (Act 6 of 2004)(MPRA);
- Increase ability to extend new services and recovers costs;
- The municipality's Indigent Policy and rendering of Free Basic Services;
- The Tariff Policy of the municipality; and



- The establishment of a Drivers Testing Licence Centre.

Management have further adopted a conservative approach when projecting revenue and cash receipts. Council has also carefully considered the affordability of tariff increases, especially as it relates to domestic consumers whilst considering the level of service versus the associated cost. Particular attention was paid to managing revenue effectively and evaluating all spending decisions.

**Table 2: The following table is a summary of the 2016/17 MTREF (classified by main revenue source):**

Description	Adjustment Budget 2015/16	Budget Year 2016/17	Budget Year+1 2017/18	Budget Year+2 2018/19
Property rates	10 600 000	11 500 000	12 190 000	12 921 400
Property rates- penalties and collection charges	700 000	750 000	477 000	505 620
Service charges- refuse revenue	450 000	500 000	530 000	561 800
Rental of facilities and equipment	3 749 500	734 260	778 316	825 015
Interest earned - external investments	308 500	4 050 000	2 650 000	2 809 000
Interest earned - outstanding debtors	85 000	75 000	79 500	84 270
Fines	52 500	102 000	108 120	114 607
Licences and permits	185 500	830 500	880 330	933 150
Income from agency services	468 700	515 570	546 504	579 294
Government Grants and Subsidies	72 170 205	70 223 950	75 796 504	79 855 856
Other income	1 941 578	374 500	396 970	420 788
<b>TOTAL OPERATING REVENUE(excluding capital transfers and contributions)</b>	<b>90 711 483</b>	<b>89 655 780</b>	<b>94 433 244</b>	<b>99 610 800</b>



**Table 3: Percentage growth in revenue by main revenue source**

Description	Adjusted 2015/2016 Budget	%	Budget Year 2016/2017	%
<b><u>REVENUE BY SOURCE</u></b>				
Property Rates	10 600 000,00	0,12	11 500 000,00	0,13
Property rates - Interest	700 000,00	0,01	750 000,00	0,01
Service Charges - refuse removal	450 000,00	0,00	500 000,00	0,01
Rental of facilities and equipment	3 749 500,00	0,04	734 260,00	0,01
Interest earned - external investments	308 500,00	0,00	4 050 000,00	0,05
Interest earned - outstanding debtors	85 000,00	0,00	75 000,00	0,00
Fines	52 500,00	0,00	102 000,00	0,00
Licences and Permits	185 500,00	0,00	830 500,00	0,01
Income from Agency Services	468 700,00	0,01	515 570,00	0,01
Government Grants and Subsidies	72 170 205,00	0,80	70 223 950,00	0,78
Other Income	1 941 578,00	0,02	374 500,00	0,00
Total Revenue (excluding capital transfers and contributions)	90 711 483,00	1,00	89 655 780,00	1,00
Total revenue from rates and service charges	11 750 000,00	12,95	12 750 000,00	14,22

In line with the formats prescribed by the Municipal Budget and Reporting regulations, capital transfers and contributions are excluded from the operating statement, as inclusion of these revenue sources would distort the calculation of the operating surplus / deficit.

Revenue generated from rates and service charges forms 18% of the revenue basket of the municipality. Operating grants and transfers totals R 70 million.

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges were revised, local economic conditions, input costs and the affordability of services were taken into account to ensure the financial sustainability of the municipality. National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. The municipality has increased rates and domestic refuse charges by 6% and all other service charges by 6%. (Certain rates tariffs equate to a 4,28% per cent increase due to the alignment to the prescribed ratio issued by the Department of Co-operative Governance.

Commercial refuse charges have been increased in line with the guidelines to ensure that the refuse tariff is cost effective.

#### 1.4.1 Property Rates

In accordance with Section 32 (1) of the Municipal Property rates Act No. 6 of 2004, the municipality had compiled a new valuation roll effective 1 July 2012. One supplementary has been approved and advertised in the 2015/2016 financial year. This would therefore be the fifth year of implementation of the current valuation roll.

Property rates contribute towards covering the costs of the provision of general services. National Treasury's MFMA Circular No. 51 deals, inter alia with the implementation of the MPRA, with the regulations issued by the Department of Co-operative Governance. These regulations came into effect on 1 July 2009 and prescribe the rate ratio for the non residential categories, public service infrastructure and agricultural properties relative to residential properties to be 0,25:1. The implementation of these regulations was done in the previous budget process and the Property Rates Policy of the municipality has been amended accordingly.

The tariffs have increased by 6 per cent, however the rand value show an increase of R900 thousand. This is mainly due to the municipal values decreasing and the municipality being conservative when budgeting for rates income.

The Property Rates Policy has been amended in order to implement the provisions of Section 93A of the Municipal Property Rates Amendment Act, 2014 (MPRA) on Transitional arrangement: Public Service Infrastructure; which states:-

- *(1) The prohibition on the levying of rates on public service infrastructure referred to in section 17(1)(a)(A) must be phased in over a period of five municipal financial years, with effect from the date of commencement of this Act.*
- *(2) The rates levied on property referred to in subsection (1) must-*
  - (a) In the first year, be no more than 80 per cent of the rate for that year otherwise applicable to that property;*
  - (b) In the second year, be no more than 60 per cent of the rate for that year otherwise applicable to that property;*
  - (c) In the third year, be no more than 40 per cent of the rate for that year otherwise applicable to that property;*
  - (d) In the fourth year be no more than 20 per cent of the rate for that year otherwise applicable to the property; and*

- (e) *In the fifth year, be no more than 10 per cent of the rate for that year otherwise applicable to that property*

The municipality has budget for income against Public Service Infrastructure in terms of (2)(b) – second year of implementation.

The following stipulations in the Property Rates Policy are highlighted:

- The first R 15 000 of the market value of a residential property is excluded from the rateable value (Section 17h of the MPRA). In addition to this rebate, a further R 35 000 reduction on the market value of a residential property will be granted in terms of the municipality's property rates policy;
- Rebates will be granted to registered indigents in terms of the Indigent Policy;
- For the aged a maximum rebate of 1000 per cent will be granted to the owners of residential rateable property. In this regard the following stipulations are relevant:
  - The rateable property concerned must be occupied only by the applicant and his/her spouse, if any.
- The municipality may grant a 100 per cent grant-in-aid on the assessment rates of rateable properties of certain classes such as registered welfare organisations provided they are registered and comply with the requirements as referred to in the Property rates Policy.

**Table 4: Comparison of the proposed rates to be levied for the 2016/2017 financial year**

Category	Current Tariff (1 July 2015)	Proposed Tariff (from 1 July 2016)	% Increase	Rate Ratio
	c	c		
RESIDENTIAL	0,0068533	0,0072645	6,00%	1
BUSINESS, COMMERCIAL AND INDUSTRIAL	0,0138360	0,0146662	6,00%	2
VACANT LAND	0,0205599	0,0217935	6,00%	3
AGRICULTURAL	0,0017610	0,0018161	4%	0,25
PUBLIC SERVICE PURPOSES	0,0138360	0,0146662	6,00%	2
PUBLIC SERVICE INFRASTRUCTURE	0,0017610	0,0018161	4%	0,25
PUBLIC BENEFIT ORGANISATION	0,0017610	0,0018161	4%	0,25
OTHER	0,0040177	0,0042588	6,00%	0,59
UNAUTHORISED USE	0,0205599	0,0217935	6,00%	1,49
MIXED USE PROPERTY	0,0068533	REMOVED		

#### 1.4.2 Refuse Removal

Currently waste removal is operating at a deficit. It is widely accepted that the rendering of this service should at least break even, which is currently not the case. The municipality will have to implement a solid waste strategy to ensure that this service can be rendered in a sustainable manner over the medium to long term. The municipality has therefore reviewed the tariffs in respect of commercial users and attempted to apply an increase that would address this issue. Further to the above the tariff charge will be raised per unit and not per property.

A 6% increase in the waste removal tariff for domestic and commercial users is proposed from 1 July 2016. Currently indigent residential consumers are subsidised in full for refuse removal.

Although the municipality has affected a 6% increase on the refuse tariff, the income has increased by 11 per cent for 2015/2016 to 2016/2017. This is largely due the municipality expecting to extend the service (other than Ward1).

**Table 5: Comparison between current refuse removal fees and increases**

	<b>CURRENT TARIFFS 2015/16</b>	<b>PROPOSED TARIFFS 2016/17</b>	<b>% INCREASE</b>
Refuse removal residential once a week	37,88	40,15	6%
Commercial twice a week	286,29	303,47	6%
Commercial five times a week	893,26	946,86	6%

The Waste Management (Refuse) trading service is budgeted at a deficit.

#### **1.4.3 Transfers recognised- operational**

Transfers recognised operational contributes to 78 per cent of the total operating income of the municipality.

The municipality needs to investigate other sources of revenue through updating and reviewing its revenue enhancement strategy. Raising income continues to be a challenge for the municipality as we do not render services such as water, sanitation or electricity.

The municipality has also taken cognisance of the fact that its tariffs are not cost reflective and would need to align tariffs accordingly.

#### **1.4.4 Other income**

Other income has been increased per the request of department heads and has been aligned to the 2015/2016 forecast.

### **1.5 Operating Expenditure Framework**

The municipality's expenditure framework for the 2016/17 budget and MTREF is informed by the following;

- The asset management plan;
- Balanced budget constraint (operating expenditure should not exceed operating revenue) unless there are existing uncommitted cash backed reserves to fund any deficit;
- Funding of the budget over the medium term as informed by Section 18 and 19 of the MFMA.

**Table 6: The following table is a high level summary of the 2016/17 budget (classified per main type of operating expenditure);**

#### **1.5.1 Employee Related Costs**

The budgeted allocation for employee related costs for the 2016/17 financial year totals R 39, 6 million, which equals 43 per cent of the total operating expenditure. Salary increases have been factored into this budget at a percentage increase of 7 per cent for the 2016/17 financial year. An annual increase of 6 per cent has been included for the 2017/2018

financial year and 6 per cent for the 2018/2019 financial year. The budget has also been drawn up taking into account the budgeting for applicable annual notch increases.

Description	Adjusted 2015/2016 Budget	%	Budget Year 2016/2017	%
<b>Expenditure by Type</b>				
Employee related costs	36 212 834,00	0,37	40 309 508,00	0,39
Remuneration of Councillors	4 279 944,00	0,04	4 641 600,00	0,05
Debt impairment	1 635 000,00	0,02	950 000,00	0,01
Collection costs	80 000,00	0,00	100 000,00	0,00
Depreciation	8 444 284,00	0,09	8 922 944,00	0,09
Repairs and maintenance	2 347 400,00	0,02	2 379 300,00	0,02
Interest expense	220 000,00	0,00	440 000,00	0,00
Contracted services	7 600 353,00	0,08	8 526 100,00	0,08
Grants and subsidies paid	1 155 000,00	0,01	600 000,00	0,01
General expenses	34 929 563,75	0,36	31 345 823,00	0,35
<b>Total Expenditure</b>	<b>96 904 378,75</b>	<b>1,00</b>	<b>98 215 275,00</b>	<b>1,00</b>

As part of the municipality's reprioritization and cash management strategy only posts that are critical and strategically important have been included in the 2016/2017 budget. These include the following:-

- 1 x Manager Technical Services (PMU)
- 1 x PMU Intern
- 1 x HR Clerk
- Senior Admin Clerk has been split into = 1 x Committee Clerk and 1 x Admin Officer
- 1 x Examiner DTLC
- 1 x GA (DTLC)

The organogram has been amended to include the above and the following positions:-

- Play Ground Attendant

The above PMU positions will be funded from the MIG Grant and would therefore not have an impact on the operational budget.

In addition expenditure against overtime was significantly reduced, with provisions against this budget item only being provided for emergency services and other critical functions. Essential services departments are expected to introduce the "Shift System" to curb overtime and ensure compliance with relevant legislation.



The budgeted salaries for Senior Managers have increases when compared to the 2015/2016 financial year.

All Senior Management positions have been budgeted for a full year in 2016/2017. Further to the above and analysing the trend and historical performance it is evident that performance bonuses had not been paid out to any senior manager for the past 3 years. Performance bonuses have been budgeted in terms of the Local Government Municipal Performance regulations; however affordability would be assessed during the adjustment process as required by regulation 32.

The municipality understands that sustainable job creation remains a national priority and in drafting the 2016/2017 budget and MTREFs, the municipality has explored opportunities to promote labour intensive approaches to delivering services, and more particularly to participate fully in the Expanded Public Works Programme.

### **1.5.2 Remuneration of Councillors**

The cost associated with the remuneration of councillors is determined by the Minister of Co-operative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). A 6 per cent increase has been factored into the budget for the 2016/17 financial year. The Position of Mayor has been budgeted as full-time and all other positions are part-time.

The overall increase against 2015/2016 adjusted equates to 8 per cent. The municipality is legislated to have a mayor, speaker, deputy mayor, member of the executive committee and councillors. For 2015/2016 there was no councillor elected as speaker. The 2016/2017 budget has been aligned to legislation requirements due to the upcoming local government elections.

### **1.5.3 Depreciation**

Provision for depreciation and asset impairment has been informed by the Municipality's Asset Management Policy. Depreciation is widely considered a proxy for the measurement of the rate asset consumption. Budget appropriations in this regard total R8,9 million for the 2016/17 financial year and equates to 10 per cent of the total operating expenditure.

### **1.5.4 Finance Charges**

The finance charges budgeted for under Table A4 relates to bank charges and finance charges on the lease of the Switchboard and Photocopiers.

The Switchboard lease is a new lease which came into effect towards the end of 2015/2016. The municipality has also budgeted for the leasing of additional photocopiers. Thus the increase in finance costs.

### **1.5.5 Debt Impairment**

The municipality has budgeted for a collection rate of 90 per cent for rates and 80 per cent for refuse. An additional provision of R950, 000 has been made towards debt impairment. This provision would be reviewed during the adjustment budget.

The collection rate on average for rates is 87 per cent however we have implemented strict debt collection mechanisms to increase this percentage. We are therefore confident that we will improve to 90 per cent.

On average the collection rate on refuse between 75 per cent and 80 per cent.

### **1.5.6 Contracted Services**

In the 2016/17 financial year, contracted services totals R8,1 million and has escalated by 8 per cent. This is due in the main to annual increases by service providers as well as the introduction of operational costs arising from previous year's infrastructure projects. The municipality has also recently advertised for the Provision of Security services to include all additional Halls and facilities. Further details relating to contracted services can be seen in SA1.

### **1.5.7 General Expenditure**

General expenditure comprises various line items relating to the daily operations of the municipality. This group of expenditure has been identified as an area in which cost savings and efficiencies can be achieved. General expenditure totals R26 million in the 2016/17 financial year and has decreased by 25 per cent when compared the revised 2015/2016 budget.

In order to improve its sustainability, the municipality has adopted routine business practices in the day to day running of the municipality and has also implemented cost containment measures to eliminate wastage during the provision of services. The municipality understands that expenditure management is fundamental to the sustainability of the municipality.

**A detailed breakdown can be seen in the Consolidated Budget summary.**

### **1.5.8 Repairs and Maintenance**

In terms of the Municipal Budget and Reporting Regulations, operational repairs and maintenance is not considered a direct expenditure driver but an outcome of certain other expenditures, such as remuneration, purchases of materials and contracted services. During the compilation of the 2016/2017 MTREF operational repairs and maintenance was identified as a strategic imperative owing to the aging of the Municipality's infrastructure. Repairs and Maintenance has increased by 7 per cent in the 2016/2017 financial year.

The level of budgeted Repairs and Maintenance expenditure, expressed as a percentage of the asset values is 3.6 per cent. This is below the norm of 8 per cent as required by MFMA circular 55. The municipality however budgets as per the maintenance plans and is confident that the budget would adequately secure the on-going health of the municipalities' infrastructure and assets.

### **1.5.9 Municipal Standard Chart of Account (mSCOA)**

The Municipal Standard Chart of accounts (mSCOA) is the biggest reform to be implemented in local government reform since the introduction of the MFMA. The mSCOA regulations apply to all municipalities with effect from 1 July 2017 and only 15 months remain for preparation and implementation readiness as the 2017/2018 MTEF budgets will all have to be aligned to mSCOA.

Richmond municipality has been a pilot site, however due to unforeseen circumstances was unable to comply with mSCOA. We are awaiting National Treasuries process in concluding a transversal contract for Financial Management Systems. The municipality will have to change its current financial system due the system not complying to mSCOA requirements. We have included an amount of R1,5 million in the 2016/2017 budget and will expect to cover additional costs through the Financial Management grant.



### 1.5.10 Operating Budget Surplus / Deficit

The municipality has budgeted for an Operating deficit of R8,5 million in 2016/2017 and deficits of R2,7 million in the two respective outer years. MFMA circular No.72 requires all municipalities to adopt a surplus position. The deficit for the two outer years is lower than the non-cash items expenditure reflected on the budgets (e.g. Depreciation). The deficit would be funded from accumulated funds.

This may indicate that the tariffs and rates are insufficient to ensure that the community is making a sufficient contribution towards the economic benefits they are consuming over the medium term budget period.

### 1.5.11 Free Basic Services: Basic Social Services Package

The social package assists households that are poor or face other circumstances that limit their ability to pay for services. To receive these free services households are required to register in terms of the Municipality Indigent Policy. The municipality has in the 2016/2017 year undertaken to register all indigents and thereby create an updated indigent register. The cost of the social package of the registered indigent households is largely financed by national government through the local government equitable share received in terms of the annual Division of Revenue Act.

The amount under transfers and grants made by municipalities includes ;

- Free basic electricity;
- Free Basic Refuse;
- Rebates on Rates offers to indigent
- Rebates on Rates offered to Pensioners

## 1.6 Capital expenditure

**Table 7:** The following table provides a breakdown of budgeted capital expenditure per vote:

<b>Vote</b>	<b>Adjustment Budget 2015/16</b>	<b>Budget Year 2016/17</b>	<b>Budget Year+1 2017/18</b>	<b>Budget Year+2 2018/19</b>
Executive and Council	1 767 000	25 000		
Finance and Administration	367 000	404 000		
Planning and Development	5 156 000	2 155 000		
Community & Social Services	806 000	440 000		
Public Safety	2 793 000	380 000		
Sport & Recreation	2 174 000	15 090 000	2 386 968	5 620 000
Waste Management	306 000	0		
Road Transport	34 278 000	17 826 050	15 463 032	13 044 000
<b>Total Capital Budget</b>	<b>47 647 000</b>	<b>36 320 050</b>	<b>17 850 000</b>	<b>18 664 000</b>

For 2016/17 an amount of R32,9 million has been appropriated for the development of infrastructure which represents 92 per cent of the total capital budget. Roads receives the highest allocation of R17,8 million.

Management acknowledges that capital programmes needs a balanced funding structure addressing not only backlogs in services but also investment in new infrastructure as well as the renewing of current infrastructure.

Total new assets represents 57 per cent or R20,8 million of the total capital budget while asset renewal equates to 43 per cent or R 15,4 million. Further detail relating to asset classes and proposed capital expenditure is contained in table A9 (Asset Management). In addition to the MBRR table A9, MBRR table SA34a, b and c provides a detailed breakdown of the capital programme relating to new asset construction, capital asset renewal as well as operational repairs and maintenance by asset class.

The accepted norm for renewal of assets is 40 per cent. The municipality however has the challenge of maintaining roads that have never been attended to such that communities can have access to basic services. The roads infrastructure has huge backlogs which the 2016/2017 budget is attempting to address.

Some of salient projects to be undertaken over the medium-term includes, amongst others:-

- Asphaltting of Smozomeni road Ward
- Construction of KwaBualwayo Sportsfield
- Tarring of internal roads Ward 4
- 2 x Sport Facilities

#### **1.6.1. Transfer recognised – Capital**

Transfers recognised capital contributes to 91 per cent or R33 million to the total capital expenditure. Due to the good expenditure trend against the 2015/2016 MIG allocation, the municipality's allocation in respect for MIG 2016/2017 has been increased substantially. COGTA has also recently advised the municipality that additional funds have been allocated to Richmond in the 2015/2016 budget year for MIG.

The municipality has budgeted R2 million for capital revenue – Provincial Government in 2016/2017 budget year. This amount was not gazetted in the Provincial Gazette, however a grant confirmation letter for the Small Town Rehabilitation Grant has been received from COGTA dated 05 February 2016, which indicates that the municipality is allocated R3 million for the 2015/2016 financial year and R2 million for the 2016/2017 financial year.

The municipality is highly dependent on grants for the delivery of capital projects.

As an alternative source of funding the municipality has gone out to tender for service providers to source alternate funding for the municipality.

#### **1.7 Cash Flow**

As per table A8, all statutory requirements (PAYE, Pension, Medical Aid etc.) are met at month end.

The following provisions have been accounted for:-

- Post-retirement medical aid; and
- Long service provision
- Housing development fund

The budget will be funded from cash backed accumulated reserves. Part of the Cash and Cash investments includes investment's less than three months which are captured under call investments in Table A6.

#### **1.8 Annual Budget Tables - Parent Municipality**

The following pages present the main budget as required.

# **Municipal annual bud and MTREF & supporting tables**

**Click for Instructions!**

**Accountability**

**Transparency**



**national**

Department:  
National Treasury  
REPUBLIC OF S

**Contact details:**

Elsabé Rossouw  
National Treasury  
Tel: (012) 315-5534

## Preparation Instructions

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CFO Name: Saniav Mawalall

Tel: 033 212 2155

Fax:

E-Mail: cfo@richmond.gov.za

Budget for MTREF starting: 2016

Budget Y

Does this municipality have Entities? No

If YES: Identify type of report:

Name Vot

Printing Instructions

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# Organisational Structure Votes

Vote 1: Public Safety	9.8
Vote 2: Finance & Administration	9.8
Vote 3: Planning & Development	9.8
Vote 4: Community & Social Services	9.8
Vote 5: Sport & Recreation	9.8
Vote 6: Waste Management	9.8
Vote 7: Public Transport	9.8
Vote 8: NAME OF VOTE 8	9.8
Vote 9: NAME OF VOTE 9	9.8
Vote 10: NAME OF VOTE 10	9.8
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KZN227 Richmond - Table A1 Consolidated Budget Summary

Description	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousands</b>										
<b>Financial Performance</b>										
Property rates	9 325	10 262	11 205	10 400	11 300	11 300	11 300	12 250	12 940	13 717
Service charges	300	405	426	450	450	450	450	450	447	444
Investment revenue	1 518	2 121	2 868	2 500	3 085	3 085	3 085	4 050	1 741	1 844
Transfers recognised - operational	30 094	39 109	43 692	69 606	71 788	71 788	71 788	70 224	76 391	80 549
Other own revenue	2 911	6 777	7 363	5 373	8 558	8 558	8 558	2 631	2 861	3 001
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>44 149</b>	<b>58 674</b>	<b>65 554</b>	<b>88 329</b>	<b>95 181</b>	<b>95 181</b>	<b>95 181</b>	<b>89 606</b>	<b>94 381</b>	<b>99 554</b>
Employee costs	23 834	24 412	27 440	37 137	36 213	36 213	36 213	40 310	43 131	46 150
Remuneration of councillors	3 477	3 751	4 013	4 473	4 280	4 280	4 280	4 642	4 920	5 215
Depreciation & asset impairment	4 306	6 353	7 583	7 899	8 444	8 444	8 444	8 923	9 554	10 222
Finance charges	184	678	(192)	175	220	220	220	440	466	494
Materials and bulk purchases	-	-	-	-	-	-	-	-	-	-
Transfers and grants	-	-	-	545	1 155	1 155	1 155	550	666	710
Other expenditure	25 278	26 955	30 889	39 368	46 591	46 591	46 591	43 302	38 425	39 530
<b>Total Expenditure</b>	<b>57 080</b>	<b>62 149</b>	<b>69 733</b>	<b>89 597</b>	<b>96 903</b>	<b>96 903</b>	<b>96 903</b>	<b>98 166</b>	<b>97 162</b>	<b>102 322</b>
<b>Surplus/(Deficit)</b>	<b>(12 931)</b>	<b>(3 475)</b>	<b>(4 179)</b>	<b>(1 268)</b>	<b>(1 722)</b>	<b>(1 722)</b>	<b>(1 722)</b>	<b>(8 560)</b>	<b>(2 781)</b>	<b>(2 768)</b>
Transfers recognised - capital	27 058	26 486	31 243	17 376	25 481	25 481	25 481	33 181	17 850	18 664
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>14 127</b>	<b>23 011</b>	<b>27 064</b>	<b>16 108</b>	<b>23 759</b>	<b>23 759</b>	<b>23 759</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) for the year</b>	<b>14 127</b>	<b>23 011</b>	<b>27 064</b>	<b>16 108</b>	<b>23 759</b>	<b>23 759</b>	<b>23 759</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>
<b>Capital expenditure &amp; funds sources</b>										
<b>Capital expenditure</b>	<b>21 210</b>	<b>24 100</b>	<b>26 959</b>	<b>25 850</b>	<b>47 646</b>	<b>47 646</b>	<b>47 646</b>	<b>36 320</b>	<b>17 850</b>	<b>18 664</b>
Transfers recognised - capital	10 280	21 142	24 010	17 376	22 592	22 592	22 592	33 056	17 850	18 664
Public contributions & donations	-	-	349	-	-	-	-	-	-	-
Borrowing	-	-	242	-	-	-	-	-	-	-
Internally generated funds	10 930	2 959	2 357	8 474	25 054	25 054	25 054	3 264	-	-
<b>Total sources of capital funds</b>	<b>21 210</b>	<b>24 100</b>	<b>26 959</b>	<b>25 850</b>	<b>47 646</b>	<b>47 646</b>	<b>47 646</b>	<b>36 320</b>	<b>17 850</b>	<b>18 664</b>
<b>Financial position</b>										
Total current assets	49 099	51 587	53 485	45 731	45 731	45 731	45 731	63 613	50 187	50 267
Total non current assets	107 016	125 632	144 717	128 611	128 611	128 611	128 611	160 914	178 574	196 574
Total current liabilities	28 546	25 878	18 911	1 500	1 500	1 500	1 500	12 106	12 537	13 119
Total non current liabilities	9 809	10 569	11 454	12 767	12 767	12 767	12 767	12 870	14 112	15 616



KZN227-Richmond - Table A2 Consolidated Budgeted Financial Performance (revenue and expenditure by standard classification)

Standard Classification Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>	<b>1</b>									
<b>Revenue - Standard</b>										
<i>Governance and administration</i>		34 734	43 980	58 218	66 427	66 427	66 427	70 584	73 387	77 731
Executive and council		1 744	2 197	2 801	4 545	4 545	4 545	2 659	2 789	2 926
Budget and treasury office		32 920	40 821	54 359	60 892	60 892	60 892	67 815	70 482	74 682
Corporate services		70	963	1 058	990	990	990	110	117	124
<i>Community and public safety</i>		2 882	7 141	8 027	3 098	7 559	7 559	2 843	3 013	3 194
Community and social services		1 635	2 000	2 466	2 368	2 776	2 776	1 906	2 020	2 141
Sport and recreation		398	4 552	4 998	-	3 107	3 107	7	7	8
Public safety		849	589	563	730	320	320	930	986	1 045
Housing		-	-	-	-	1 356	1 356	-	-	-
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		27 752	27 599	29 009	38 917	39 385	39 385	45 711	31 962	33 193
Planning and development		27 752	27 599	29 009	38 917	38 917	38 917	45 195	31 416	32 613
Road transport		-	-	-	-	469	469	516	547	579
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		362	1 209	929	-	3 279	3 279	3 699	3 921	4 156
Electricity		-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		362	1 209	929	-	3 279	3 279	3 699	3 921	4 156
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Standard</b>	<b>2</b>	<b>65 730</b>	<b>79 929</b>	<b>96 182</b>	<b>108 442</b>	<b>116 650</b>	<b>116 650</b>	<b>122 836</b>	<b>112 283</b>	<b>118 274</b>
<b>Expenditure - Standard</b>										
<i>Governance and administration</i>		21 971	22 010	24 918	30 610	31 708	31 708	40 290	36 860	39 078
Executive and council		6 414	7 537	8 611	10 340	10 677	10 677	10 746	11 390	12 074
Budget and treasury office		10 887	8 879	10 266	12 827	13 588	13 588	19 146	14 447	15 320
Corporate services		4 670	5 594	6 041	7 443	7 443	7 443	10 399	11 022	11 684
<i>Community and public safety</i>		16 736	18 356	20 691	25 116	26 579	26 579	21 282	22 559	23 913
Community and social services		9 275	9 264	10 675	13 144	13 387	13 387	11 535	12 227	12 961
Sport and recreation		3 381	4 564	5 177	5 224	5 361	5 361	2 335	2 475	2 623
Public safety		4 080	4 528	4 839	6 748	6 475	6 475	7 413	7 857	8 329
Housing		-	-	-	-	1 356	1 356	-	-	-
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		11 140	17 478	21 615	30 322	35 338	35 338	32 715	33 631	34 975
Planning and development		5 149	8 447	10 873	19 903	24 000	24 000	20 955	21 165	21 761
Road transport		5 991	9 031	10 741	10 419	11 338	11 338	11 760	12 466	13 214
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		2 214	3 093	2 403	3 549	3 279	3 279	3 929	4 164	4 415
Electricity		-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		2 214	3 093	2 403	3 549	3 279	3 279	3 929	4 164	4 415
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Standard</b>	<b>3</b>	<b>52 061</b>	<b>60 936</b>	<b>69 626</b>	<b>89 597</b>	<b>96 904</b>	<b>96 904</b>	<b>98 215</b>	<b>97 214</b>	<b>102 380</b>
<b>Surplus/(Deficit) for the year</b>		<b>13 669</b>	<b>18 993</b>	<b>26 556</b>	<b>18 845</b>	<b>19 746</b>	<b>19 746</b>	<b>24 621</b>	<b>15 069</b>	<b>15 894</b>

## References

1. Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
2. Total Revenue by standard classification must reconcile to Total Operating Revenue shown in Budgeted Financial Performance (revenue and expenditure)
3. Total Expenditure by Standard Classification must reconcile to Total Operating Expenditure shown in Budgeted Financial Performance (revenue and expenditure)
4. All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abbatoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification

**RICHMOND MUNICIPALITY**  
CAPITAL BUDGET 2015/2016  
BASIC CAPITAL  
AS AT 31 MAY 2016

Dept	VOTE NO.	ASSET NO.	QTY	Description	Supplier	SERIAL NUMBER	ORDER NO.	INVOICE NO.	CHEQUE/AC B NUMBER	DATE	FUNDING	BUDGET	ACTUAL	VARIANCE	COMMENT
Executive and Council															
801010	8043 000	06815	1	Air conditioner (Council Chamber)							RM	27 500,00		27 500,00	
				Computer laptop (Mayor)	Kakhulu IT Response	MP07MZY0	16781	799	RM049148	30/10/2015	RM	8 925,00	8 923,23	1,77	Procured
				1 Lenovo E5080 Notebook									8 923,23		
Municipal Manager															
801020	8300 00	06816		Communication equipment (loud hailing, 2 speakers, digital recorder, video camera, wall banners)							RM	97 500,00	88 879,00	8 621,00	
				Video Camera	Gagashe Industries	CG5DB001176	16685	228	RM048876	30/09/2015			62 999,00		
				Loud hailing equipment	Eyasembo Leh Trading	n/a	17087	33	RM049365	30/11/2015			11 900,00		
				3GB External hard drive	Pagamisa Global Tradin	n/a	17454	455	RM050125	03/03/2016			2 220,00		
				LED Light	Pagamisa Global Tradin	n/a	17454	455	RM050125	03/03/2016			2 040,00		
801020	8074 000	06881-06898		EFS 18-135 Lens for Canon	Pagamisa Global Tradin	82805738	17454	455	RM050125	03/03/2016			9 720,00		
				Municipal Managers office (ex learners Supply and install dry walls)	Shospec Shopfitting Spr	n/a	17857			20/05/2016	RM	72 450,00	20 203,00	52 247,00	Procured
				Office furniture							RM	150 000,00	91 052,00	241 052,00	
				Loud hailing equipment	Eyasembo Leh Trading	n/a	17629	51	RM050507	28/04/2016			68 900,00		
				2 Board room Table	Meteors Office Furniture	n/a	17649	IN005723	RM050788	31/05/2016			15 892,00		
801020	8090 000	06907-06914		1 Reception Desk	Meteors Office Furniture	n/a	17639	IN005724	RM050788	31/05/2016			6 260,00		
				Microwave	Hifi Corp	n/a	17897	3874	RM050763	27/05/2016	RM	750,00	749,90	0,10	
				Shredder							RM	2 000,00		2 000,00	
				Fridge	Games Stores		17906	1104618	RM050762	27/05/2016	RM	2 300,00	2 595,00	-295,00	Procured
				KIC 170 Litre fridge							RM	9 000,00	7 648,00	1 352,00	Procured
Finance															
801505	8074 000	06907-06914	8	Chairs Boardroom	Meteor Office Furnitures	n/a	17543	IN005683	RM050632	23/05/2016	RM	1 000,00	877,18	122,82	Procured
				8 High back Chair-Maroon	Govan Mani (H Osman)	DVT11001167210	17886	71846	RM050782	31/05/2016	RM	1 000,00	877,18	122,82	Procured
801505	8176 0000	06937	1	Voice Recorder											
				1 Philips DVT 1100 Recorder											
Corporate															
801530	8074 000	06990	3	Office furniture	Hifi Corp	n/a	17897	3874	RM050763	27/05/2016	RM	7 650,00	749,90	6 900,10	
				20 Litre Microwave											
				Vacuum Cleaners	Game Store	n/a	17906	1104618	RM050762	27/05/2016	RM	2 300,00	2 236,84	63,16	Procured
801530	8043 000	06993	n/a	Hoover -Wet and Dry Vacuum	Game Store	n/a	17906	1104618	RM050762	27/05/2016			745,61		
				Hoover -Wet and Dry Vacuum	Game Store	n/a	17906	1104618	RM050762	27/05/2016			745,61		
				Hoover -Wet and Dry Vacuum	Game Store	n/a	17906	1104618	RM050762	27/05/2016			745,61		
801530	8043 000	06870	1	Laptop Computer ( SM Corporate)	Ncabhayi Trading (Pty) Ltd		17368	90216	RM049972	11/02/2016	RM	14 550,00	14 550,00		Procured
				1 Lenovo computer laptop											

[illegible]

1. Government Finance Statistics Function: Sub-Function 1 is intended to establish national and international comparability.

2. Total Revenue by Kind and Class of Goods: reconcile total operating revenue (sales + financial) Performance (revenue and expenditure)

3. Total Expenditure by Standard: reconciliation must reconcile total operating expenditure (sales + financial) Performance revenue and expenditure

4. All amounts must be verified against Standard (total and GFS) statements. The "SP" caption Other is a separate line for Treasury, Marketing and Finance and "Sales" must be supported by accounts.

Nothing is to be included in "Sales" unless it is a separate line item.

check opening balance	-5 477 00	-5 271 06	-615 722	2 732 14	-4 011 714	-4 011 714	49 675	52 256	55 483
check opening balance	-6 019	-1 212 941	-107 117	.	1 145	1 145	49 675	52 256	57 744

KZN227-Richmond - Table A3 Consolidated Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description		Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue by Vote		1									
Vote 1 - Executive & Council			1 744	2 197	2 801	4 545	4 545	4 545	2 659	2 789	2 926
Vote 2 - Finance & Admin			32 990	41 784	55 417	61 882	61 882	61 882	67 925	70 598	74 805
Vote 3 - Planning & Development			27 752	27 599	29 009	38 917	38 917	38 917	45 195	31 416	32 613
Vote 4 - Community & Social Services			1 635	2 000	2 466	2 368	2 773	2 773	1 906	2 020	2 141
Vote 5 - Community & Social Services			-	-	-	-	1 359	1 359	-	-	-
Vote 6 - Public Safety			849	589	563	730	320	320	930	986	1 045
Vote 7 - Sport & Recreation			398	4 552	4 998	-	3 107	3 107	7	7	8
Vote 8 - Waste Management			362	1 209	929	-	3 279	3 279	3 699	3 921	4 156
Vote 9 - Roads			-	-	-	-	469	469	516	547	579
Vote 10 - [NAME OF VOTE 10]			-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]			-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]			-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]			-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]			-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]			-	-	-	-	-	-	-	-	-
Total Revenue by Vote		2	65 730	79 929	96 182	108 442	116 650	116 650	122 836	112 283	118 274
Expenditure by Vote to be appropriated		1									
Vote 1 - Executive & Council			6 414	7 537	8 611	10 340	10 677	10 677	10 746	11 390	12 074
Vote 2 - Finance & Admin			15 557	14 473	16 307	20 270	21 031	21 031	29 544	25 470	27 004
Vote 3 - Planning & Development			5 149	8 447	10 873	19 903	24 000	24 000	20 955	21 165	21 761
Vote 4 - Community & Social Services			9 275	9 264	10 675	13 144	11 725	11 725	9 914	10 508	11 139
Vote 5 - Community & Social Services			-	-	-	-	3 019	3 019	1 621	1 719	1 822
Vote 6 - Public Safety			4 080	4 528	4 839	6 748	6 475	6 475	7 413	7 857	8 329
Vote 7 - Sport & Recreation			3 381	4 564	5 177	5 224	5 361	5 361	2 335	2 475	2 623
Vote 8 - Waste Management			2 214	3 093	2 403	3 549	3 279	3 279	3 929	4 164	4 415
Vote 9 - Roads			5 991	9 031	10 741	10 419	11 338	11 338	11 760	12 466	13 214
Vote 10 - [NAME OF VOTE 10]			-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]			-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]			-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]			-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]			-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]			-	-	-	-	-	-	-	-	-
Total Expenditure by Vote		2	52 061	60 936	69 626	89 597	96 904	96 904	98 215	97 214	102 380
Surplus/(Deficit) for the year		2	13 669	18 993	26 556	18 845	19 746	19 746	24 621	15 069	15 894

**References**

1. Insert 'Vote'; e.g. department, if different to standard classification structure
2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)
3. Assign share in 'associate' to relevant Vote



KZN227 Richmond - Table A4 Consolidated Budgeted Financial Performance (revenue and expenditure)

Description		Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source												
Property rates		2	8 518	9 438	10 168	10 100	10 600	10 600	10 600	11 500	12 190	12 921
Property rates - penalties & collection charges			807	824	1 037	300	700	700	700	750	750	795
Service charges - electricity revenue		2	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue		2	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		2	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		2	300	405	426	450	450	450	450	450	447	444
Service charges - other												
Rental of facilities and equipment			1 033	5 177	5 583	2 772	3 750	3 750	3 750	734	734	750
Interest earned - external investments			1 518	2 121	2 868	2 500	3 085	3 085	3 085	4 050	1 741	1 844
Interest earned - outstanding debtors			146	133	104	105	85	85	85	75	75	80
Dividends received											-	-
Fines			379	138	169	53	53	53	53	102	102	108
Licences and permits			401	377	326	686	186	186	186	831	831	880
Agency services			458	515	558	569	469	469	469	516	517	547
Transfers recognised - operational			30 094	39 109	43 692	69 606	71 788	71 788	71 788	70 224	76 391	80 549
Other revenue		2	493	437	623	1 190	4 015	4 015	4 015	374	603	636
Gains on disposal of PPE												
Total Revenue (excluding capital transfers and contributions)			44 149	58 674	65 554	88 329	95 181	95 181	95 181	89 606	94 381	99 554
Expenditure By Type												
Employee related costs		2	23 834	24 412	27 440	37 137	36 213	36 213	36 213	40 310	43 131	46 150
Remuneration of councillors			3 477	3 751	4 013	4 473	4 280	4 280	4 280	4 642	4 920	5 215
Debt impairment		3	4 178	1 266	1 968	1 085	1 635	1 635	1 635	950	1 007	1 067
Depreciation & asset impairment		2	4 306	6 353	7 583	7 899	8 444	8 444	8 444	8 923	9 554	10 222
Finance charges			184	678	(192)	175	220	220	220	440	466	494
Bulk purchases		2	-	-	-	-	-	-	-	-	-	-
Other materials		8	-	-	-	-	-	-	-	-	-	-
Contracted services			2 933	5 917	7 584	7 489	7 599	7 599	7 599	8 527	9 038	9 580
Transfers and grants			-	-	-	545	1 155	1 155	1 155	550	666	710
Other expenditure		4, 5	18 015	19 409	21 230	30 794	37 357	37 357	37 357	33 825	28 380	28 882
Loss on disposal of PPE			152	363	107							
Total Expenditure			57 080	62 149	69 733	89 597	96 903	96 903	96 903	98 166	97 162	102 322
Surplus/(Deficit)			(12 931)	(3 475)	(4 179)	(1 268)	(1 722)	(1 722)	(1 722)	(8 560)	(2 781)	(2 768)
Transfers recognised - capital			27 058	26 486	31 243	17 376	25 481	25 481	25 481	33 181	17 850	18 664
Contributions recognised - capital		8	-	-	-	-	-	-	-	-	-	-
Contributed assets												
Surplus/(Deficit) after capital transfers & contributions			14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Taxation												
Surplus/(Deficit) after taxation			14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Attributable to minorities												
Surplus/(Deficit) attributable to municipality			14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Share of surplus/ (deficit) of associate		7										
Surplus/(Deficit) for the year			14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896

**References**

1. Classifications are revenue sources and expenditure type

2. Detail to be provided in Table SA1

3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment

4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs

5. Repairs &amp; maintenance detailed in Table A9 and Table SA34c

6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)

7. Equity method

KZN227 Richmond - Table A5 Consolidated Budgeted Capital Expenditure by vote, standard classification and funding

Vote Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	1										
<b>Capital expenditure - Vote</b>											
<b>Multi-year expenditure to be appropriated</b>	2										
Vote 1 - Executive & Council		-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance & Admin		-	-	-	-	-	-	-	-	-	-
Vote 3 - Planning & Development		-	-	-	-	-	-	-	-	-	-
Vote 4 - Community & Social Services		-	-	-	-	-	-	-	-	-	-
Vote 5 - Community & Social Services		-	-	-	-	-	-	-	-	-	-
Vote 6 - Public Safety		-	-	-	-	-	-	-	-	-	-
Vote 7 - Sport & Recreation		-	-	-	-	-	-	-	-	-	-
Vote 8 - Waste Management		-	-	-	-	-	-	-	-	-	-
Vote 9 - Roads		-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-
<b>Capital multi-year expenditure sub-total</b>	7	-	-	-	-	-	-	-	-	-	-
<b>Single-year expenditure to be appropriated</b>	2										
Vote 1 - Executive & Council		72	186	113	100	1 767	1 767	1 767	25	-	-
Vote 2 - Finance & Admin		170	-	459	342	367	367	367	404	-	-
Vote 3 - Planning & Development		118	1 342	1 160	130	5 156	5 156	5 156	2 155	-	-
Vote 4 - Community & Social Services		265	10 520	-	581	806	806	806	440	-	-
Vote 5 - Community & Social Services		-	-	-	-	-	-	-	-	-	-
Vote 6 - Public Safety		858	-	7 298	634	2 793	2 793	2 793	380	-	-
Vote 7 - Sport & Recreation		2 114	-	21	1 226	2 174	2 174	2 174	15 090	2 387	5 620
Vote 8 - Waste Management		-	-	1 400	300	305	305	305	-	-	-
Vote 9 - Roads		17 612	12 053	16 508	22 537	34 278	34 278	34 278	17 826	15 463	13 044
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-
<b>Capital single-year expenditure sub-total</b>		21 210	24 100	26 959	25 850	47 646	47 646	47 646	36 320	17 850	18 664
<b>Total Capital Expenditure - Vote</b>		21 210	24 100	26 959	25 850	47 646	47 646	47 646	36 320	17 850	18 664
<b>Capital Expenditure - Standard</b>											
<b>Governance and administration</b>		242	186	571	442	2 134	2 134	2 134	429	-	-
Executive and council		72	166	113	100	1 767	1 767	1 767	25	-	-
Budget and treasury office		-	-	-	-	10	10	10	160	-	-
Corporate services		170	-	459	342	357	357	357	244	-	-
<b>Community and public safety</b>		3 237	10 520	7 320	2 441	5 773	5 773	5 773	15 910	2 387	5 620
Community and social services		265	10 520	-	581	806	806	806	440	-	-
Sport and recreation		2 114	-	21	1 226	2 174	2 174	2 174	15 090	2 387	5 620
Public safety		858	-	7 298	634	2 793	2 793	2 793	380	-	-
Housing		-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		17 730	13 395	17 668	22 667	39 434	39 434	39 434	19 981	15 463	13 044
Planning and development		118	1 342	1 160	130	5 156	5 156	5 156	2 155	-	-
Road transport		17 612	12 053	16 508	22 537	34 278	34 278	34 278	17 826	15 463	13 044
Environmental protection		-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		-	-	1 400	300	305	305	305	-	-	-
Electricity		-	-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-
Waste management		-	-	1 400	300	305	305	305	-	-	-
<b>Other</b>		-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Standard</b>	3	21 210	24 100	26 959	25 850	47 646	47 646	47 646	36 320	17 850	18 664
<b>Funded by:</b>											
National Government		8 809	15 541	19 564	17 376	17 541	17 541	17 541	31 056	17 850	18 664
Provincial Government		-	5 601	4 423	-	51	51	51	2 000	-	-
District Municipality		-	-	23	-	-	-	-	-	-	-
Other transfers and grants		1 471	-	-	-	5 000	5 000	5 000	-	-	-
<b>Transfers recognised - capital</b>	4	10 280	21 142	24 010	17 376	22 592	22 592	22 592	33 056	17 850	18 664
<b>Public contributions &amp; donations</b>	5	-	-	349	-	-	-	-	-	-	-
<b>Borrowing</b>	6	-	-	242	-	-	-	-	-	-	-
<b>Internally generated funds</b>		10 930	2 959	2 357	6 474	25 054	25 054	25 054	3 264	-	-
<b>Total Capital Funding</b>	7	21 210	24 100	26 959	25 850	47 646	47 646	47 646	36 320	17 850	18 664

## References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).
2. Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year.
3. Capital expenditure by standard classification must reconcile to the appropriations by vote.
4. Must reconcile to supporting table SA20 and to Budgeted Financial Performance (revenue and expenditure).
5. Must reconcile to Budgeted Financial Performance (revenue and expenditure).
6. Include finance leases and PPP capital funding component of unitary payment - total borrowing repayments to reconcile to changes in Table SA17.
7. Total Capital Funding must balance with Total Capital Expenditure.
8. Include any capitalised interest (MFMA section 46) as part of relevant capital budget.



Dept	VOTE NO.	ASSET NO.	QTY	Description	Supplier	SERIAL NUMBER	ORDER NO.	INVOICE NO.	CHEQUE/AC B NUMBER	DATE	FUNDING	BUDGET	ACTUAL	VARIANCE	COMMENT
	801530 8057 000	06880 06879		Tools (Building maintenance) Skill saw Electric planer	Masakhane Hardware Masakhane Hardware	n/a n/a	17404 17404	4 RM050150 4 RM050150	16/03/2016 16/03/2016		RM	3 000,00	1 635,96 839,33 802,63	1 364,04	Procured
	801530 8170 000			Access Controlled Door to Admin Block 1 Access Controlled Door	CHUBB	n/a	16740	RM048872	30/09/2015		RM	20 000,00	17 543,00 17 543,00	2 457,00	Procured
	801530 8301 000			Alterations to Reception Area/Offices							RM				Awaiting movement of Motor Licent
	801530 8146 000	06803		Digital Attendance Recorder (DTG) Uniclox finger print clocking	Makro	n/a	16732	896 047804	24/08/2015		RM	8 000,00	3 157,02 3 157,02	4 842,98	Procured
Informal Trader Units															
Community															
	802505 8043 000	06819	1	Laptop : SM Secretary Computer Laptop lenovo E450	Tri Star Technology cc	PF-080QNZ	16972	INV60378	RM049411	08/12/2015	RM	12 570,00	10 574,96 10 574,96	1 995,04	Procured
	802505 8303 000	06801	1	Canopy (Musa Bakkie) Isuzu CK1027 Elite HD LWB 2015 canopy	Canopy King - PMB	n/a	16593	108818	RM048721	28/08/2015	RM	10 430,00	10 429,82 10 429,82	0,18	Procured
Community Facilities															
	802570 8304 000		1	Concrete palisade Slahia Sportsground Supply and install palisade fencing Supply and install palisade fencing- Cession Supply and install palisade fencing	Khanya NMZ Trading Palisade Concrete Prodi n/a Sinyali Pty Ltd	n/a n/a n/a	17147 01 17147 2114 17710 65	RM049645 RM049547 RM050792	21/12/2015 17/12/2015 31/05/2016		RM	208 300,00	197 600,00 22 800,00 75 000,00 99 800,00	10 700,00	Procured
	802580 8305 000		1	Smozmeni Toilets rehabilitation Rehabilitation of toilet and changing rooms	Bagudluze Construction	n/a	17608	4 RM050577	13/05/2016		RM	50 000,00	42 468,70 42 468,70	7 531,30	Procured
	802560 8306 000			Renovations Agricultural Hall ( Stage and Toilets)							RM	400 000,00		400 000,00	Awaiting specification
Library															
	802520 8043 000		1	Laptop Computer							RM	12 500,00		12 500,00	
	802520 8140 000	06830	1	Generator Generator	Amanxuluma Trading cc	n/a	17028	22 RM049152	30/10/2015		RM	23 500,00	23 500,00 23 500,00		
Office Furniture (Counter chairs and desks)															
	804020 8307 000		1	Forms Rack Forms Rack 5 Tier	Alpha Office Furniture	n/a	17549	2040 RM050574	13/05/2016		RM	2 000,00	1 300,00 1 300,00	700,00	Procured
Learners															
	803540 8308 000		20	Side Chairs 20 Rickstackers Chairs 10 Adora Visitors Chairs	Regency Office Furnitur n/a Regency Office Furnitur n/a	n/a	16660 IN13935 16660 IN13935	RM050598 RM050598	13/05/2016 13/05/2016		RM	10 000,00	9 690,00 5 700,00 3 990,00	310,00	Procured
				Projectors							RM	6 000,00		6 000,00	



KZN227 Richmond - Table A6 Consolidated Budgeted Financial Position

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand											
ASSETS											
Current assets											
Cash		839	1 855	1 267	600	600	600	600	14 561	1 100	1 100
Call investment deposits	1	42 576	43 819	45 797	42 000	42 000	42 000	42 000	44 500	44 500	44 500
Consumer debtors	1	1 224	1 172	295	1 615	1 615	1 615	1 615	55	85	131
Other debtors		4 411	4 564	6 040	1 391	1 391	1 391	1 391	4 411	4 411	4 411
Current portion of long-term receivables		23	10	—	—	—	—	—	—	—	—
Inventory	2	26	167	86	125	125	125	125	86	91	125
Total current assets		49 099	51 587	53 485	45 731	45 731	45 731	45 731	63 613	50 187	50 267
Non current assets											
Long-term receivables		10	—	—	—	—	—	—	—	—	—
Investments		—	—	—	—	—	—	—	—	—	—
Investment property		4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115
Investment in Associate		—	—	—	—	—	—	—	—	—	—
Property, plant and equipment	3	102 748	121 377	140 533	124 480	124 480	124 480	124 480	156 730	174 390	192 390
Agricultural		—	—	—	—	—	—	—	—	—	—
Biological		—	—	—	—	—	—	—	—	—	—
Intangible		14	12	8	16	16	16	16	8	8	8
Other non-current assets		128	128	61	—	—	—	—	61	61	61
Total non current assets		107 016	125 632	144 717	128 611	128 611	128 611	128 611	160 914	178 574	196 574
TOTAL ASSETS		156 115	177 219	198 202	174 342	174 342	174 342	174 342	224 527	228 761	246 841
LIABILITIES											
Current liabilities											
Bank overdraft	1	—	—	—	—	—	—	—	—	—	—
Borrowing	4	410	317	398	—	—	—	—	496	435	467
Consumer deposits		—	—	—	—	—	—	—	—	—	—
Trade and other payables	4	27 909	25 353	18 242	1 500	1 500	1 500	1 500	11 253	11 635	12 041
Provisions		227	208	272	—	—	—	—	356	467	612
Total current liabilities		28 546	25 878	18 911	1 500	1 500	1 500	1 500	12 106	12 537	13 119
Non current liabilities											
Borrowing		21	—	136	—	—	—	—	41	—	—
Provisions		9 788	10 569	11 318	12 767	12 767	12 767	12 767	12 829	14 112	15 616
Total non current liabilities		9 809	10 569	11 454	12 767	12 767	12 767	12 767	12 870	14 112	15 616
TOTAL LIABILITIES		38 355	36 447	30 365	14 267	14 267	14 267	14 267	24 975	26 649	28 735
NET ASSETS	5	117 760	140 772	167 836	160 075	160 075	160 075	160 075	199 552	202 112	218 106
COMMUNITY WEALTH/EQUITY											
Accumulated Surplus/(Deficit)		117 760	140 772	167 836	160 075	160 075	160 075	160 075	199 270	201 811	217 784
Reserves	4	—	—	—	—	—	—	—	262	301	322
TOTAL COMMUNITY WEALTH/EQUITY	5	117 760	140 772	167 836	160 075	160 075	160 075	160 075	199 552	202 112	218 106

References

1. Detail to be provided in Table SA3
2. Include completed low cost housing to be transferred to beneficiaries within 12 months
3. Include 'Construction-work-in-progress' (disclosed separately in annual financial statements)
4. Detail to be provided in Table SA3. Includes reserves to be funded by statute.
5. Net assets must balance with Total Community Wealth/Equity

KZN227 Richmond - Table A7 Consolidated Budgeted Cash Flows

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand											
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates, penalties & collection charges		8 642	7 784	8 210	9 360	9 360	9 360	9 360	11 025	11 646	12 345
Service charges		37	395	1 142	405	405	405	405	360	358	355
Other revenue		5 428	5 114	7 268	4 345	4 345	4 345	4 345	5 572	2 786	2 905
Government - operating	1	36 992	37 132	47 494	69 606	69 606	69 606	69 606	70 224	76 391	80 549
Government - capital	1	18 533	25 645	17 493	17 376	17 376	17 376	17 376	33 181	17 850	18 664
Interest		1 518	2 121	2 868	2 500	2 500	2 500	2 500	3 153	4 110	1 801
Dividends									-	-	-
Payments											
Suppliers and employees		(43 858)	(52 566)	(56 500)	(79 893)	(79 893)	(79 893)	(79 893)	(85 003)	(83 009)	(87 195)
Finance charges		(184)	(678)	192	(175)	(175)	(175)	(175)	(440)	(466)	(494)
Transfers and Grants	1								(550)	(666)	(710)
NET CASH FROM/(USED) OPERATING ACTIVITIES		27 108	24 947	28 167	23 524	23 524	23 524	23 524	37 522	29 001	28 220
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		(102)	(363)						-	-	-
Decrease (Increase) in non-current debtors									-	-	-
Decrease (increase) other non-current receivables		25	1 926						-	-	-
Decrease (increase) in non-current investments					13 164	13 164	13 164	13 164	-	-	-
Payments											
Capital assets		(21 207)	(24 100)	(26 959)	(25 851)	(25 851)	(25 851)	(25 851)	(36 320)	(17 850)	(18 664)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(21 284)	(22 537)	(26 959)	(12 687)	(12 687)	(12 687)	(12 687)	(36 320)	(17 850)	(18 664)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans									-	-	-
Borrowing long term/refinancing		214		242					-	-	-
Increase (decrease) in consumer deposits									-	-	-
Payments											
Repayment of borrowing		(355)	(150)	(61)					(41)	(41)	(41)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(140)	(150)	181	-	-	-	-	(41)	(41)	(41)
NET INCREASE/ (DECREASE) IN CASH HELD											
		5 684	2 259	1 389	10 837	10 837	10 837	10 837	1 161	11 110	9 515
Cash/cash equivalents at the year begin:	2	37 731	43 415	45 674	31 162	47 063	47 063	47 063	57 900	59 061	70 171
Cash/cash equivalents at the year end:	2	43 415	45 674	47 063	41 999	57 900	57 900	57 900	59 061	70 171	79 686

**References**

1. Local/District municipalities to include transfers from/to District/Local Municipalities
2. Cash equivalents includes investments with maturities of 3 months or less

Dept	VOTE NO.	ASSET NO.	QTY	Description	Supplier	SERIAL NUMBER	ORDER NO.	INVOICE NO.	CHEQUE/AC B NUMBER	DATE	FUNDING	BUDGET	ACTUAL	VARIANCE	COMMENT
Traffic	803510 8074 000		3	Cluster workstations							RM	10 000,00		10 000,00	
	803510 8314 000	06915	1	Traffic Vehicle	Williams Hunts	NK 2154	17693	34007304	RM050572	06/05/2016	RM	286 000,00	281 897,37	4 102,63	Procured
				Isuzu K9250 Regular Cab									281 897,37		
Testing Ground	803540 8310 000		4	Laptop computers							RM	48 000,00	38 500,00	9 500,00	Procured
		06932		Computer Laptop Thinkpad	Ncabhay Trading Pty Ltd	MPO7NCSA	17687	10516	RM050594	13/05/2016			9 625,00		
		06933		Computer Laptop Thinkpad	Ncabhay Trading Pty Ltd		17687	10516	RM050594	13/05/2016			9 625,00		
	803540 8314 000	06935		Computer Laptop Thinkpad	Ncabhay Trading Pty Ltd		17687	10516	RM050594	13/05/2016			9 625,00		
	803540 8311 000		12	Queueing System (Poles and TV)	Clean Spot	n/a	16708	Rich0054	RM048784	16/09/2015	RM	15 000,00	7 257,36	7 742,64	Procured
				Queueing poles with ropes and caps									7 257,36		
	803540 8074 000		1	Office Desk with drawers	Alpha Office Furniture	n/a	16582	1881	RM049138	30/10/2015	RM	5 500,00	4 890,00	610,00	Procured
				Prestigecombo Office Desk									4 890,00		
	803540 8036 000	06804	1	Filing cabinets and shelving	Waitons	n/a	16659	55460	RM048743	28/08/2015	RM	30 000,00	18 988,15	11 011,85	Procured
		06805	4	Drawer Filling Cabinet	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 550,32		
		06806	4	Drawer Filling Cabinet	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 550,32		
		06807	4	Drawer Filling Cabinet	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 550,32		
		06808		Stationery Cupboard	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 486,25		
		06809		Stationery Cupboard	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 486,25		
		06810		Stationery Cupboard	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 486,25		
		06811		Stationery Cupboard	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 486,25		
		06812		Stationery Cupboard	Waitons	n/a	16659	55460	RM048743	28/08/2015			1 486,25		
		06813		Compartment Pigeon Hole	Waitons	n/a	16659	56507	RM048743	28/08/2015			2 677,81		
		06814		Compartment Pigeon Hole	Waitons	n/a	16659	56507	RM048743	28/08/2015			2 677,81		
Protection services	803540 8044 000	06820	1	Desktop colour printer	Prosyscom	0788JEG50001P	16588	60333	RM049759	18/01/2015	RM	5 000,00	4 790,00	210,00	Procured
				Samsung 4 in 1 colour printer									4 790,00		
	803510 8154 000			CCTV Cameras							RM	300 000,00		300 000,00	
	803510 8155 000			Paint Ball Gun	Point Blank		16513	0	RM048801	16/09/2015	RM	4 000,00	1 800,00	2 200,00	Awaiting specification
			1	Paint Ball Gun									1 800,00		
				Paint Ball Gun											
Technical Rural Roads	804010 8312 000			Grader							RM	2 700 000,00		2 700 000,00	
	804010 8313 000	06831	1	Tipper Trucks	Tower City Trading 41	NK 5315	n/a	RICH037	RM049388	30/11/2015	RM	666 000,00	612 495,00	53 505,00	Procured
				Faw Tipper Truck									612 495,00		
	804010 8152 000			Luanda (Uganda) Access Road	Dixie Bay	n/a	n/a	INV0187	RM049055	20/10/2015	RM	368 628,16	350 628,16	18 000,00	
				Contractor									350 628,16		
	804010 8002 001			Asphalting of Hopewell Access Road							RM	350 000,00		350 000,00	
Urban Roads	804010 8037 001			Siyathuthuka Main Road							RM	440 000,00		440 000,00	
	804010 8314 000		1	Bakkie	Amanxuluma Trading cc	NK	05/2015/201 01	RM049987		15/02/2016	RM	285 000,00	284 122,81	877,19	
				Mazda BT -50 bakkie									284 122,81		

KZN227 Richmond - Table A8 Consolidated Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>											
<b>Cash and investments available</b>											
Cash/cash equivalents at the year end	1	43 415	45 674	47 063	41 999	57 900	57 900	57 900	59 061	70 171	79 686
Other current investments > 90 days		(0)	(0)	1	601	(15 300)	(15 300)	(15 300)	(0)	(24 571)	(34 086)
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-
<b>Cash and investments available:</b>		<b>43 415</b>	<b>45 674</b>	<b>47 064</b>	<b>42 600</b>	<b>42 600</b>	<b>42 600</b>	<b>42 600</b>	<b>59 061</b>	<b>45 600</b>	<b>45 600</b>
<b>Application of cash and investments</b>											
Unspent conditional transfers		-	-	7 417	-	-	-	-	4 878	4 878	4 878
Unspent borrowing		-	-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	21 556	20 982	5 282	(1 114)	(589)	(589)	(589)	1 434	2 665	3 031
Other provisions		-	-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	-	-	-	-	-	-	-	-	-	-
<b>Total Application of cash and investments:</b>		<b>21 556</b>	<b>20 982</b>	<b>12 699</b>	<b>(1 114)</b>	<b>(589)</b>	<b>(589)</b>	<b>(589)</b>	<b>6 594</b>	<b>7 845</b>	<b>8 232</b>
<b>Surplus(shortfall)</b>		<b>21 859</b>	<b>24 692</b>	<b>34 365</b>	<b>43 714</b>	<b>43 189</b>	<b>43 189</b>	<b>43 189</b>	<b>52 467</b>	<b>37 755</b>	<b>37 368</b>

## References

1. Must reconcile with Budgeted Cash Flows
2. For example: VAT, taxation
3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)
4. For example: sinking fund requirements for borrowing
5. Council approval required for each reserve created and basis of cash backing of reserves



KZN227 Richmond - Table A9 Consolidated Asset Management

Description		Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
CAPITAL EXPENDITURE											
Total New Assets		1	21 210	24 100	26 959	15 450	40 324	40 324	20 853	17 850	18 664
Infrastructure - Road transport			16 516	24 100	26 959	8 271	28 260	28 260	2 859	15 463	13 044
Infrastructure - Electricity			-	-	-	-	-	-	-	-	-
Infrastructure - Water			-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation			-	-	-	-	-	-	-	-	-
Infrastructure - Other			-	-	-	-	2 379	2 379	-	-	-
Infrastructure			16 516	24 100	26 959	8 271	30 639	30 639	2 859	15 463	13 044
Community			2 717	-	-	1 854	2 752	2 752	15 000	2 387	5 620
Heritage assets			-	-	-	-	-	-	-	-	-
Investment properties			-	-	-	-	-	-	-	-	-
Other assets		6	1 977	-	-	5 325	6 933	6 933	2 994	-	-
Agricultural Assets			-	-	-	-	-	-	-	-	-
Biological assets			-	-	-	-	-	-	-	-	-
Intangibles			-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets		2	-	-	-	10 400	7 322	7 322	15 467	-	-
Infrastructure - Road transport			-	-	-	10 400	2 322	2 322	13 167	-	-
Infrastructure - Electricity			-	-	-	-	-	-	-	-	-
Infrastructure - Water			-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation			-	-	-	-	-	-	-	-	-
Infrastructure - Other			-	-	-	-	-	-	2 000	-	-
Infrastructure			-	-	-	10 400	2 322	2 322	15 167	-	-
Community			-	-	-	-	5 000	5 000	300	-	-
Heritage assets			-	-	-	-	-	-	-	-	-
Investment properties			-	-	-	-	-	-	-	-	-
Other assets		6	-	-	-	-	-	-	-	-	-
Agricultural Assets			-	-	-	-	-	-	-	-	-
Biological assets			-	-	-	-	-	-	-	-	-
Intangibles			-	-	-	-	-	-	-	-	-
Total Capital Expenditure		4	-	-	-	-	-	-	-	-	-
Infrastructure - Road transport			16 516	24 100	26 959	18 671	30 582	30 582	16 026	15 463	13 044
Infrastructure - Electricity			-	-	-	-	-	-	-	-	-
Infrastructure - Water			-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation			-	-	-	-	-	-	-	-	-
Infrastructure - Other			-	-	-	-	2 379	2 379	2 000	-	-
Infrastructure			16 516	24 100	26 959	18 671	32 961	32 961	18 026	15 463	13 044
Community			2 717	-	-	1 854	7 752	7 752	15 300	2 387	5 620
Heritage assets			-	-	-	-	-	-	-	-	-
Investment properties			-	-	-	-	-	-	-	-	-
Other assets			1 977	-	-	5 325	6 933	6 933	2 994	-	-
Agricultural Assets			-	-	-	-	-	-	-	-	-
Biological assets			-	-	-	-	-	-	-	-	-
Intangibles			-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		2	21 210	24 100	26 959	25 850	47 646	47 646	36 320	17 850	18 664
ASSET REGISTER SUMMARY - PPE (WDV)											
Infrastructure - Road transport		5	53 975	62 345	74 524	83 557	-	-	83 809	82 763	88 561
Infrastructure - Electricity			-	-	-	75	-	-	-	-	-
Infrastructure - Water			-	-	-	64	-	-	-	-	-
Infrastructure - Sanitation			-	-	-	968	-	-	-	-	-
Infrastructure - Other			120	-	-	36 010	-	-	-	-	-
Infrastructure			54 095	62 345	74 524	120 674	-	-	83 809	82 763	88 561
Community			22 502	28 451	35 097	50 603	-	50 603	37 554	54 145	64 106
Heritage assets			128	128	61	128	-	128	128	128	128
Investment properties			4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115
Other assets			26 152	30 581	30 912	1 216	-	1 216	35 240	37 354	39 595
Agricultural Assets			-	-	-	-	-	-	-	-	-
Biological assets			-	-	-	-	-	-	-	-	-
Intangibles			14	12	8	16	16	16	8	8	8
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)		5	107 006	125 632	144 717	176 752	4 131	56 078	160 853	178 513	196 513
EXPENDITURE OTHER ITEMS											
Depreciation & asset impairment			4 306	6 353	7 583	7 899	8 444	8 444	8 923	9 554	10 222
Repairs and Maintenance by Asset Class		3	1 768	2 584	2 546	3 076	4 910	4 910	5 639	6 171	6 603
Infrastructure - Road transport			921	1 676	1 385	1 732	3 172	3 172	3 580	3 969	4 247
Infrastructure - Electricity			-	-	-	-	-	-	-	-	-
Infrastructure - Water			-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation			-	-	-	-	-	-	-	-	-
Infrastructure - Other			-	-	-	-	-	-	-	-	-
Infrastructure			921	1 676	1 385	1 732	3 172	3 172	3 580	3 969	4 247
Community			-	-	-	-	-	-	-	-	-
Heritage assets			-	-	-	-	-	-	-	-	-
Investment properties			-	-	-	-	-	-	-	-	-
Other assets		6, 7	847	907	1 160	1 344	1 738	1 738	2 058	2 202	2 357
TOTAL EXPENDITURE OTHER ITEMS			6 074	8 937	10 129	10 975	13 354	13 354	14 561	15 725	16 828
Renewal of Existing Assets as % of total capex			0,0%	0,0%	0,0%	40,2%	15,4%	15,4%	42,6%	0,0%	0,0%
Renewal of Existing Assets as % of deprecn			0,0%	0,0%	0,0%	131,7%	86,7%	86,7%	173,3%	0,0%	0,0%
R&M as a % of PPE			1,7%	2,1%	1,8%	2,5%	3,9%	3,9%	3,6%	3,5%	3,4%
Renewal and R&M as a % of PPE			2,0%	2,0%	2,0%	8,0%	296,0%	22,0%	13,0%	3,0%	3,0%

## References

1. Detail of new assets provided in Table SA34a
2. Detail of renewal of existing assets provided in Table SA34b
3. Detail of Repairs and Maintenance by Asset Class provided in Table SA34c
4. Must reconcile to total capital expenditure on Budgeted Capital Expenditure
5. Must reconcile to 'Budgeted Financial Position' (written down value)
6. Donated contributed and assets funded by finance leases to be allocated to the respective category

KZN227 Richmond - Table A10 Consolidated basic service delivery measurement

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Household service targets</b>	1									
<b>Water:</b>										
Piped water inside dwelling		-	-	-	-	-	-	-	-	-
Piped water inside yard (but not in dwelling)		-	-	-	-	-	-	-	-	-
Using public tap (at least min.service level)	2	-	-	-	-	-	-	-	-	-
Other water supply (at least min.service level)	4	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Using public tap (< min.service level)	3	-	-	-	-	-	-	-	-	-
Other water supply (< min.service level)	4	-	-	-	-	-	-	-	-	-
No water supply		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Sanitation/sewerage:</b>										
Flush toilet (connected to sewerage)		-	-	-	-	-	-	-	-	-
Flush toilet (with septic tank)		-	-	-	-	-	-	-	-	-
Chemical toilet		-	-	-	-	-	-	-	-	-
Pit toilet (ventilated)		-	-	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Bucket toilet		-	-	-	-	-	-	-	-	-
Other toilet provisions (< min.service level)		-	-	-	-	-	-	-	-	-
No toilet provisions		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Energy:</b>										
Electricity (at least min.service level)		-	-	-	-	-	-	-	-	-
Electricity - prepaid (min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Electricity (< min.service level)		-	-	-	-	-	-	-	-	-
Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-	-	-
Other energy sources		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Refuse:</b>										
Removed at least once a week		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Removed less frequently than once a week		-	-	-	-	-	-	-	-	-
Using communal refuse dump		-	-	-	-	-	-	-	-	-
Using own refuse dump		-	-	-	-	-	-	-	-	-
Other rubbish disposal		-	-	-	-	-	-	-	-	-
No rubbish disposal		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Households receiving Free Basic Service</b>	7									
Water (6 kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)		-	-	-	-	-	-	-	-	-
<b>Cost of Free Basic Services provided - Formal Settlements (R'000)</b>	8									
Water (6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed once a week for indigent households)		-	-	-	-	-	-	50	53	56
<b>Cost of Free Basic Services provided - Informal Formal Settlements (R'000)</b>		-	-	-	-	-	-	-	-	-
<b>Total cost of FBS provided</b>		-	-	-	-	-	-	50	53	56
<b>Highest level of free service provided per household</b>										
Property rates (R value threshold)					15 000	15 000	15 000	15 000	15 000	15 000
Water (kilolitres per household per month)					6	6	6	6	6	6
Sanitation (kilolitres per household per month)					6	6	6	6	6	6
Sanitation (Rand per household per month)										
Electricity (kwh per household per month)										
Refuse (average litres per week)					2	2	2	2	2	2
<b>Revenue cost of subsidised services provided (R'000)</b>	9									
Property rates (tariff adjustment) (Impermissible values per section 17 of MPRA)										
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		807	1 793	1 767	1 500	1 500	1 500	4 500	4 770	5 056
Water (In excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (In excess of free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (In excess of 50 kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (In excess of one removal a week for indigent households)		-	-	-	-	-	-	-	-	-
Municipal Housing - rental rebates		-	-	-	-	-	-	-	-	-
Housing - top structure subsidies		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
<b>Total revenue cost of subsidised services provided</b>	6	807	1 793	1 767	1 500	1 500	1 500	4 500	4 770	5 056

## References

1. Include services provided by another entity; e.g. Eskom
2. Stand distance <= 200m from dwelling
3. Stand distance > 200m from dwelling
4. Borehole, spring, rain-water tank etc.
5. Must agree to total number of households in municipal area (informal settlements receiving services must be included)
6. Include value of subsidy provided by municipality above provincial subsidy level
7. Show number of households receiving at least these levels of services completely free (informal settlements must be included)
8. Must reflect the cost to the municipality of providing the Free Basic Service



KZN227 Richmond - Supporting Table SA2 Consolidated Matrix Financial Performance Budget (revenue source/expenditure type &amp; dept.)

Description	Ref	Vote 1 - Executive & Council	Vote 2 - Finance & Admin	Vote 3 - Planning & Development	Vote 4 - Community & Social Services	Vote 5 - Community & Social Services	Vote 6 - Public Safety	Vote 7 - Sport & Recreation	Vote 8 - Waste Management	Vote 9 - Roads	Vote 10 - [NAME OF VOTE 10]	Vote 11 - [NAME OF VOTE 11]	Vote 12 - [NAME OF VOTE 12]	Vote 13 - [NAME OF VOTE 13]	Vote 14 - [NAME OF VOTE 14]	Vote 15 - [NAME OF VOTE 15]	Total
R thousand	1																
<b>Revenue By Source</b>																	
Property rates			11 500														11 500
Property rates - penalties & collection charges			750														750
Service charges - electricity revenue																	-
Service charges - water revenue																	-
Service charges - sanitation revenue																	-
Service charges - refuse revenue									450								450
Service charges - other																	-
Rental of facilities and equipment			268	189	277												734
Interest earned - external investments			4 050														4 050
Interest earned - outstanding debtors			50						25								75
Dividends received																	-
Fines							100										100
Licences and permits				21			810										831
Agency services										516							516
Other revenue			220	20	58		20		20								345
Transfers recognised - operational		2 659	5 067	11 310	1 444				3 154								70 254
Gains on disposal of PPE																	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>2 659</b>	<b>67 925</b>	<b>12 140</b>	<b>1 781</b>	<b>-</b>	<b>930</b>	<b>7</b>	<b>3 848</b>	<b>516</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89 605</b>
<b>Expenditure By Type</b>																	
Employee related costs		2 727	12 735	6 230	5 218		6 014	1 814	2 313	1 259							40 310
Remuneration of councillors		4 642															4 642
Debt impairment			950														950
Depreciation & asset impairment		143	316	1 175	1 341		212	6	390	4 779							8 923
Finance charges		50	345		25		20										440
Bulk purchases																	-
Other materials																	-
Contracted services		895	3 102	671	2 792		699		280	96							8 526
Transfers and grants																	-
Other expenditure		2 291	11 496	12 878	2 160		477	515	965	3 670							34 375
Loss on disposal of PPE																	-
<b>Total Expenditure</b>		<b>10 746</b>	<b>29 544</b>	<b>20 955</b>	<b>11 535</b>	<b>-</b>	<b>7 413</b>	<b>2 335</b>	<b>3 879</b>	<b>11 780</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>98 165</b>
<b>Surplus/(Deficit)</b>		<b>(8 087)</b>	<b>38 381</b>	<b>(8 815)</b>	<b>(9 755)</b>	<b>-</b>	<b>(6 483)</b>	<b>(2 328)</b>	<b>(231)</b>	<b>(11 245)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8 560)</b>
Transfers recognised - capital																	33 181
Contributions recognised - capital				33 056	125												-
Contributed assets																	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>(8 087)</b>	<b>38 381</b>	<b>24 241</b>	<b>(9 630)</b>	<b>-</b>	<b>(6 483)</b>	<b>(2 328)</b>	<b>(231)</b>	<b>(11 245)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24 821</b>

## References

1. Departmental columns to be based on municipal organisation structure

KZN227 Richmond - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand											
ASSETS											
Call investment deposits											
Call deposits < 90 days											
Other current investments > 90 days		42 576	43 619	45 797	42 000	42 000	42 000	42 000	44 500	44 500	44 500
Total Call investment deposits	2	42 576	43 819	45 797	42 000	42 000	42 000	42 000	44 500	44 500	44 500
Consumer debtors											
Consumer debtors		1 224	1 172	731	1 615	1 615	1 615	1 615	492	522	568
Less: Provision for debt impairment				(437)					(437)	(437)	(437)
Total Consumer debtors	2	1 224	1 172	295	1 615	1 615	1 615	1 615	55	85	131
Debt impairment provision											
Balance at the beginning of the year			213	275	437	437	437	437	437	437	437
Contributions to the provision			63	161							
Bad debts written off											
Balance at end of year		-	275	437	437	437	437	437	437	437	437
Property, plant and equipment (PPE)											
PPE at cost/valuation (excl. finance leases)		102 748	121 377	140 533	124 480	124 480	124 480	124 480	156 730	174 390	192 390
Leases recognised as PPE											
Less: Accumulated depreciation											
Total Property, plant and equipment (PPE)	2	102 748	121 377	140 533	124 480	124 480	124 480	124 480	156 730	174 390	192 390
LIABILITIES											
Current liabilities - Borrowing											
Short term loans (other than bank overdraft)		410	317						-	-	-
Current portion of long-term liabilities				398					496	435	467
Total Current liabilities - Borrowing		410	317	398	-	-	-	-	496	435	467
Trade and other payables											
Trade and other creditors		27 909	25 353	10 825	1 500	1 500	1 500	1 500	6 374	6 757	7 162
Unspent conditional transfers				7 417					4 878	4 878	4 878
VAT				-					-	-	-
Total Trade and other payables	2	27 909	25 353	18 242	1 500	1 500	1 500	1 500	11 253	11 635	12 041
Non current liabilities - Borrowing											
Borrowing	4	21		136					41	-	-
Finance leases (including PPP asset element)											
Total Non current liabilities - Borrowing		21	-	136	-	-	-	-	41	-	-
Provisions - non-current											
Retirement benefits				7 713					8 467	9 314	10 339
List other major provision items											
Refuse landfill site rehabilitation				2 224					2 691	2 960	3 256
Long Service Awards Liability				1 380					1 670	1 837	2 021
Other		9 788	10 569	-	12 767	12 767	12 767	12 767	-	-	-
Total Provisions - non-current		9 788	10 569	11 318	12 767	12 767	12 767	12 767	12 829	14 112	15 616
CHANGES IN NET ASSETS											
Accumulated Surplus/(Deficit)											
Accumulated Surplus/(Deficit) - opening balance											
GRAP adjustments											
Restated balance											
Surplus/(Deficit)		14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Appropriations to Reserves											
Transfers from Reserves											
Depreciation offsets											
Other adjustments											
Accumulated Surplus/(Deficit)	1	14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Reserves											
Housing Development Fund									282	301	322
Capital replacement											
Self-insurance											
Other reserves											
Revaluation											
Total Reserves	2	-	-	-	-	-	-	-	282	301	322
TOTAL COMMUNITY WEALTH/EQUITY	2	14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 903	15 370	16 218

**Total capital expenditure includes expenditure on nationally significant priorities:**

[illegible]

KZN227 Richmond - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

KZN227: Richmond - Supporting Table SA4: reconciliation of IDP strategic objectives and budget (revenue)													
Strategic Objective	Goal	Goal Code	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
R thousand													
Basic Service Delivery and Infrastructure development	To address services backlogs and future growth as well as maintain and upgrade existing infrastructure by -	1		33 229	32 831	29 625	36 180	44 752	44 752	47 307	32 252	33 470	
	a) Prioritise the use of current capital financial resources												
	b) Identify and facilitate the implementation of required training and skills development												
	c) Prepare and implement demand management plan												
Social and local economic development	To stimulate economic development to create an environment suitable for vigorous economic development thereby enhancing economic and socio-economic growth by -			1 635	2 000	2 466	2 368	2 776	2 776	2 437	2 583	2 736	
	a) Rural development and land reform as well as private land owners												
	b) Review LED strategy based on outcome of analysis of economy												
	c) Develop and implement LED policies and procedures												
	d) Promote LED strategies inclusive of programmes and projects												
Good Governance and Public participation	To provide systems and mechanisms for accountability and public participation in municipal development affairs by			1 744	2 197	2 801	4 545	4 545	4 545	2 659	2 789	2 926	
	a) Formulate an integrated development plan within the context of the 5 year cycle												
	b) Formulate organisational performance management framework												
	c) Finalize communication strategy												
	d) Prevention , awareness and education												
	e) To partner with the Department of Social Development												
Municipal Transformation and Institutional development	Provide input into the review of the current Recruitment and retention strategy by -			362	1 209	929	-	3 279	3 279	3 699	3 921	4 156	
	a) Schedule of critical skills required												
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by -	5		32 990	41 784	55 417	61 682	61 682	61 682	65 748	69 693	73 875	
	a) Introduce investment incentive schemes												
	b) Incorporate previously non rated areas												
Spatial and Environmental (Cross Cutting)	To promote an efficient and credible strategic and spatial municipal planning by:-	6		1 247	5 141	5 561	730	3 427	3 427	937	993	1 053	
	a) Develop wall to wall schemes												
	b) Review SDF												
	c) Develop local area plans - Ndalandi, Magoda, Hopewe,,												
	d) Develop richmond SEA												
	e) To improve response to disasters												
Allocations to other priorities				2									
Total Revenue (excluding capital transfers and contributions)				1	71 207	85 161	96 798	105 705	120 662	120 662	122 786	112 231	118 218

## References

1. Total revenue must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)



KZN227 Richmond - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

KZN227 Richmond - Supporting Table 3A: Reconciliation of ROP Strategic Objectives and Budget (operating expenditure)													
Strategic Objective	Goal	Goal Code	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
R thousand													
Basic Service Delivery and Infrastructure development	To address services backlogs and future growth as well as maintain and upgrade existing infrastructure by:  a) Prioritise the use of current capital financial resources   b) Identify and facilitate the implementation of required training and skills development  c) Prepare and implement demand management plan	1		11 140	18 691	21 722	30 322	38 002	38 001	39 519	44 996	56 428	
Social and local economic development	To stimulate economic development to create an environment suitable for vigorous economic development thereby: a) Rural development and land reform as well as private land farmers  b) Review LED strategy based on outcome of analysis of economy  c) Develop and implement LED policies and programmes  d) Promote LED strategies inclusive of programmes and projects	2		12 699	13 828	15 852	18 368	17 438	17 438	15 058	15 962	16 919	
Good Governance and Public participation	To provide systems and mechanisms for accountability and public participation in municipal development affairs by: a) Formulate an integrated development plan within the context of the 5 year cycle  b) Formulate organisational performance management framework  c) Finalize communication strategy  d) Prevention, awareness and education  e) To partner with the Department of Social Development	3		6 414	7 537	8 611	10 340	10 677	10 677	10 516	11 140	11 915	
Municipal Transformation and Institutional development	Provide input into the review of the current Recruitment and retention strategy by:  a) Schedule of critical skills required	4		4 380	4 528	4 899	6 748	6 475	6 475	7 415	7 869	8 331	
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by:  a) Introduce investment incentive schemes  b) Incorporate previously non rated areas	5		20 576	14 473	16 307	20 270	21 031	21 031	21 960	23 379	24 675	
Spatial and Environmental (Cross Cutting)	To promote an efficient and credible strategic and spatial municipal planning by:  a) Develop wall to wall schemes  b) Review SDF  c) Develop local area plans - Ntshini, Magodla, Hopeville  d) Develop Richmond SEA  e) To improve response to disasters	6		2 214	3 093	2 403	3 549	3 279	3 279	3 699	3 961	4 156	
Total Expenditure				1	57 080	62 149	69 733	89 597	96 904	96 904	98 166	97 162	102 323

## References

1. Total expenditure must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)

KZN227 Richmond - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

KZN227 Richmond - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)													
Strategic Objective	Goal	Goal Code	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
R thousand													
Basic Service Delivery and Infrastructure development	To address services backlogs and future growth as well as maintain and upgrade existing infrastructure by: a) Prioritise the use of current capital financial resources  b) Identify and facilitate the implementation of required training and skills development  c) Prepare and implement demand management plan	1		21 209	24 100	26 959	22 511	34 278	34 278	22 290	15 463	13 044	
Social and Local economic development	To stimulate economic development to create an environment suitable for vigorous economic development through: a) Rural development and land reform as well as private land owners  b) Review LED strategy based on outcome of analysis of economy  c) Develop and implement LED policies and procedures  d) Promote LED strategic inclusive of programmes and projects	2		-	-	-	1 807	2 380	2 980	11 625	2 387	5 620	
Local Governance and Public participation	To provide systems and mechanisms for accountability and public participation in municipal development affairs by: a) Formulate an integrated development plan within the context of the 5 year cycle  b) Formulate organisational performance management framework  c) Finalize communication strategy  d) Promote awareness and education  e) To partner with the Department of Social Development	3		-	-	-	100	1 767	1 767	-	-	-	
Municipal Transformation and Institutional development	Provide input into the review of the current Recruitment and retention strategy by: a) Schedule of critical skills required	4		-	-	-	300	305	305	-	-	-	
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by: a) Introduce investment incentive schemes  b) Incorporate previously non-rated areas	5		-	-	-	342	367	367	396	-	-	
Spatial and Environmental (Cross Cutting)	To promote an efficient and credible strategic and spatial municipal planning by: a) Develop anti-trial schemes  b) Review SDF  c) Develop local area plans: Ntleni, Magoda, Hopewell  d) Develop Richmond SEA  e) To improve response to disasters	6		-	-	-	764	7 949	7 949	2 000	-	-	
Allocations to other priorities				3									
Total Capital Expenditure				1	21 209	24 100	26 959	25 850	47 646	47 646	36 320	17 850	18 664

## References:

1. Total capital expenditure must reconcile to Budgeted Capital Expenditure

2. Goal code must be used on Table SA36

**KZN227 Richmond - Supporting Table SA7 Measureable performance objectives**

Description	Unit of measurement	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Vote 1 - vote name</b>										
Function 1 - (name)										
Sub-function 1 - (name)										
<b>Vote 1 -Community Services</b>										
Housing										
Eradication of backlogs										
Reduce informal settlements										
No of houses erected	No of houses built	200	200	200	200	200	200	200	200	200
<b>Vote 2 - Roads</b>										
Eradication of backlogs										
Reduce roads backlogs	kilometer	21,0	21,0	21,0	21,0	21,0	21,0	21,0	21,0	21,0
Roads maintained										
Surfaced roads resurface rehabilitated										
Reduce roads backlogs	kilometer	5,0	5,0	5,0	5,0	5,0	5,0	5,0	5,0	5,0
Roads for growth										
Roads										
New roads to be constructed										
Reduce roads backlogs	kilometer	24	24	24	24	24	24	24	24	24
Stormwater for growth										
roads										
Stormwater to stimulate growth	kilometer	5	5	5	5	5	5	5	5	5
<b>Vote 3 - Solid Waste</b>										
Refuse removal										
Reduce refuse removal backlogs	No of houses with access to	1500	1500	1500	1500	1500	1500	1500	1500	1500
Insert measure's description										
And so on for the rest of the Votes										

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))
2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities
3. Only include prior year comparative information for individual measures where relevant activity occurred in that year's

**KZN227 Richmond - Entities measureable performance objectives**

Description	Unit of measurement	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Entity 1 - (name of entity)</b>										
Insert measure's description										
<b>Entity 2 - (name of entity)</b>										
Reduce informal settlements										
<b>Entity 3 - (name of entity)</b>										
Reduce informal settlements										
And so on for the rest of the Entities										

1. Include a measurable performance objective as agreed with the parent municipality (MFMA s87(5)(d))
2. Only include prior year comparative information for individual measures where relevant activity occurred in that year's

KZN227 Richmond - Supporting Table SA8 Performance indicators and benchmarks

		2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Borrowing Management</b>											
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	0,9%	1,3%	-0,2%	0,2%	0,2%	0,2%	0,2%	0,5%	0,5%	0,5%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	3,8%	4,2%	-0,6%	0,9%	0,9%	0,9%	0,9%	2,5%	2,8%	2,8%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	2,0%	0,0%	9,3%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
<b>Safety of Capital</b>											
Gearing	Long Term Borrowing/ Funds & Reserves	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	14,6%	0,0%	0,0%
<b>Liquidity</b>											
Current Ratio	Current assets/current liabilities	1,7	2,0	2,8	30,5	30,5	30,5	30,5	5,3	4,0	3,8
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1,7	2,0	2,8	30,5	30,5	30,5	30,5	5,3	4,0	3,8
Liquidity Ratio	Monetary Assets/Current Liabilities	1,5	1,8	2,5	28,4	28,4	28,4	28,4	4,9	3,6	3,5
<b>Revenue Management</b>											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		90,4%	94,7%	80,4%	90,0%	83,1%	83,1%	83,1%	89,6%	89,7%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		90,2%	76,7%	80,4%	90,0%	83,1%	83,1%	83,1%	89,6%	89,7%	89,7%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	12,8%	9,8%	9,7%	3,4%	3,2%	3,2%	3,2%	5,0%	4,8%	4,6%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old										
<b>Creditors Management</b>											
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA' s 65(e))	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%
Creditors to Cash and Investments		64,3%	55,5%	23,0%	3,6%	2,6%	2,6%	2,6%	10,8%	9,6%	9,0%
<b>Other Indicators</b>											
Electricity Distribution Losses (2)	Total Volume Losses (kW)	0	0	0	0	0	0	0	0	0	0
	Total Cost of Losses (Rand '000)	0	0	0	0	0	0	0	0	0	0
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0
Water Distribution Losses (2)	Total Volume Losses (kℓ)	0	0	0	0	0	0	0	0	0	0
	Total Cost of Losses (Rand '000)	0	0	0	0	0	0	0	0	0	0
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	54,0%	41,6%	41,9%	42,0%	38,0%	38,0%	38,0%	45,0%	45,7%	46,4%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	57,7%	48,8%	48,0%	47,1%	42,5%	42,5%		50,2%	50,9%	51,6%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	4,0%	4,4%	3,9%	3,5%	5,2%	5,2%		6,3%	6,5%	6,6%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	10,2%	12,0%	11,3%	9,1%	9,1%	9,1%	9,1%	10,4%	10,6%	10,8%
<b>IDP regulation financial viability indicators</b>											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	6,2	6,7	8,7	7,5	7,5	7,5	7,3	4,7	9,8	10,3
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	53,1%	36,3%	36,8%	22,1%	19,4%	19,4%	19,4%	33,2%	31,8%	30,5%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	12,6	12,6	11,5	8,0	10,7	10,7	10,7	10,3	11,9	12,8

**References**

1. Consumer debtors > 12 months old are excluded from current assets
2. Only include if services provided by the municipality



[illegible]



KZN227 Richmond Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Funding measures												
Cash/cash equivalents at the year end - R'000	18(1)b	1	43 415	45 674	47 063	41 999	57 900	57 900	57 900	59 061	70 171	79 686
Cash + investments at the yr end less applications - R'000	18(1)b	2	21 859	24 692	34 365	43 714	43 189	43 189	43 189	52 467	37 755	37 368
Cash year end/monthly employee/supplier payments	18(1)b	3	12,6	12,6	11,5	8,0	10,7	10,7	10,7	10,3	11,9	12,8
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	14 127	23 011	27 064	16 108	23 759	23 759	23 759	24 621	15 069	15 896
Service charge rev % change - macro CPI-X target exclusive	18(1)a,(2)	5	N.A.	4,8%	3,0%	(12,7%)	2,3%	(6,0%)	(6,0%)	2,1%	(0,6%)	(0,2%)
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	112,5%	76,2%	87,5%	87,0%	69,5%	69,5%	69,5%	110,6%	91,0%	90,9%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	43,4%	11,9%	16,9%	10,0%	13,9%	13,9%	13,9%	7,5%	7,5%	7,5%
Capital payments % of capital expenditure	18(1)c,19	8	100,0%	100,0%	100,0%	100,0%	54,3%	54,3%	54,3%	100,0%	100,0%	100,0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	2,0%	0,0%	8,2%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10								0,0%	0,0%	0,0%
Current consumer debtors % change - incr(decr)	18(1)a	11	N.A.	1,5%	10,2%	(52,5%)	0,0%	0,0%	0,0%	48,6%	0,7%	1,0%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	(100,0%)	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	20(1)(vi)	13	1,7%	2,1%	1,8%	2,5%	3,9%	3,9%	4,5%	3,6%	3,5%	3,4%
Asset renewal % of capital budget	20(1)(vi)	14	0,0%	0,0%	0,0%	40,2%	15,4%	15,4%	0,0%	42,6%	0,0%	0,0%

**References**

1. Positive cash balances indicative of minimum compliance - subject to 2
2. Deduct cash and investment applications (defined) from cash balances
3. Indicative of sufficient liquidity to meet average monthly operating payments
4. Indicative of funded operational requirements
5. Indicative of adherence to macro-economic targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
6. Realistic average cash collection forecasts as % of annual billed revenue
7. Realistic average increase in debt impairment (doubtful debt) provision
8. Indicative of planned capital expenditure level & cash payment timing
9. Indicative of compliance with borrowing 'only' for the capital budget - should not exceed 100% unless refinancing
10. Substantiation of National/Province allocations included in budget
11. Indicative of realistic current arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
12. Indicative of realistic long term arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
13. Indicative of a credible allowance for repairs & maintenance of assets - functioning assets revenue protection
14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan) - functioning assets revenue protection

KZN227 Richmond - Supporting Table SA11 Property rates summary

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Valuation:</b>	1									
Date of valuation:		2011-07-01	2011-07-01	2011-07-01	2015/2016					
Financial year valuation used		2012/2013	2013/2014	2014/2015	Yes					
Municipal by-laws s6 in place? (Y/N)	2	Yes	Yes	Yes	Yes					
Municipal/assistant valuer appointed? (Y/N)		Yes	Yes	Yes	No					
Municipal partnership s38 used? (Y/N)		No	No	No	-	No	No	No	No	No
No. of assistant valuers (FTE)	3	-	-	-	-	-	-	-	-	-
No. of data collectors (FTE)	3	-	-	-	-	-	-	-	-	-
No. of internal valuers (FTE)	3	-	-	-	1	-	-	-	-	-
No. of external valuers (FTE)	3	1	1	1	-	1	1	1	1	1
No. of additional valuers (FTE)	4	-	-	-	Yes	-	-	-	-	-
Valuation appeal board established? (Y/N)		Yes	Yes	Yes	36			Yes		
Implementation time of new valuation roll (mths)		12	48	36	2 700			12		
No. of properties	5	2 700	2 700	2 700	2 700	2 700	2 700	2 700	2 700	2 700
No. of sectional title values	5	21	21	21	21	21	21	21	21	21
No. of unreasonably difficult properties s7(2)		-	-	-	-	-	-	-	-	-
No. of supplementary valuations		1	1	1	1	1	1	1	1	1
No. of valuation roll amendments		-	-	-	-	-	-	-	-	-
No. of objections by rate payers		-	-	-	-	-	-	-	-	-
No. of appeals by rate payers		-	-	1	1	1	1	1	1	1
No. of successful objections	8	-	-	-	-	-	-	-	-	-
No. of successful objections > 10%	8	-	-	-	-	-	-	-	-	-
Supplementary valuation		-	-	-	-	-	-	-	-	-
Public service infrastructure value (Rm)	5	-	-	-	-	-	-	-	-	-
Municipality owned property value (Rm)		-	-	-	-	-	-	-	-	-
<b>Valuation reductions:</b>										
Valuation reductions-public infrastructure (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-mineral rights (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-other (Rm)		-	-	-	-	-	-	-	-	-
<b>Total valuation reductions:</b>		-	-	-	-	-	-	-	-	-
Total value used for rating (Rm)	5	-	-	-	-	-	-	-	-	-
Total land value (Rm)	5	-	-	-	-	-	-	-	-	-
Total value of improvements (Rm)	5	-	-	-	-	-	-	-	-	-
Total market value (Rm)	5	-	-	-	-	-	-	-	-	-
<b>Rating:</b>										
Residential rate used to determine rate for other categories? (Y/N)		Yes	Yes	Yes	Yes					
Differential rates used? (Y/N)	5	Yes	Yes	Yes	Yes					
Limit on annual rate increase (s20)? (Y/N)		NO	NO	NO	NO	NO	NO	NO	NO	NO
Special rating area used? (Y/N)		NO	NO	NO	NO					
Phasing-in properties s21 (number)		NO	NO	NO	NO	NO	NO	NO	NO	NO
Rates policy accompanying budget? (Y/N)		Yes	Yes	Yes	Yes					
Fixed amount minimum value (R'000)		15	15	15	15			0		
Non-residential prescribed ratio s19? (%)		Yes	Yes	Yes	Yes			Yes		
<b>Rate revenue:</b>										
Rate revenue budget (R'000)	6	8 518	9 438	10 168	10 100	10 600	10 600	10 600	11 500	12 190
Rate revenue expected to collect (R'000)	6	8 518	9 438	10 168	9 090	9 540	9 540	9 540	10 350	10 971
Expected cash collection rate (%)		80,0%	80,0%	80,0%	90,0%	90,0%	90,0%	90,0%	90,0%	90,0%
Special rating areas (R'000)	7	-	-	-	-	-	-	-	-	-
Rebates, exemptions - indigent (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - bona fide farm. (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - other (R'000)		-	-	-	-	-	-	-	-	-
Phase-in reductions/discounts (R'000)		-	-	-	-	-	-	-	-	-
<b>Total rebates, exemptns, reductns, discs (R'000)</b>		-	-	-	-	-	-	-	-	-

**References**

1. All numbers to be expressed as whole numbers except FTEs and Rates in the Rand
2. To give effect to rates policy
3. Full Time Equivalent (FTE) should be expressed to one decimal place and takes into account full time and part time staff
4. Required to implement new system (FTE)
5. Provide relevant information for historical comparisons. Must reconcile to the total of Table SA12
6. Current and budget year must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)
7. Included in rate revenue budget
8. In favour of the rate-payer

KZN227 Richmond - Supporting Table SA12a Property rates by category (current year)

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monuments	Public benefit organs.	Mining Props.
<b>Current Year 2015/16</b>																	
<b>Valuations:</b>																	
No. of properties		1 761		143	845	96	92				41					306	
No. of sectional title property values		13		8													
No. of unreasonably difficult properties s7(2)		-		-													
No. of supplementary valuations		15		3	3						1					1	
Supplementary valuation (Rm)		5 741 000		5 409 000	2 861 000												
No. of valuation roll amendments		-		-													
No. of objections by rate-payers		-		-													
No. of appeals by rate-payers		-		-													
No. of appeals by rate-payers finalised		-		-													
No. of successful objections	5	-		-													
No. of successful objections > 10%	5	-		-													
Estimated no. of properties not valued		-		-													
Years since last valuation (select)		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Frequency of valuation (select)		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
Phasing-in properties s21 (number)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Combination of rating types used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Fiat rate used? (Y/N)																	
Is balance rated by uniform rate/variable rate?																	
<b>Valuation reductions:</b>																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																	
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)																	
<b>Total valuation reductions:</b>	2			1							48					6	6
<b>Total valuation reductions:</b>																	
Total value used for rating (Rm)	6	358		136	10 958	318	65				48					137	
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
<b>Rating:</b>																	
Average rate	3																
Rate revenue budget (R '000)																	
Rate revenue expected to collect (R'000)		2 161		1 980	1 995	2 470	417				99					1 953	
Expected cash collection rate (%)	4																
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)		9															
Rebates, exemptions - pensioners (R'000)		3															
Rebates, exemptions - bona fide farm (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
<b>Total rebates, exemptions, discounts (R'000)</b>																	

**References**

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

KZN227 Richmond - Supporting Table SA12b Property rates by category (budget year)

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ls	Public benefit organs.	Mining Props.
<b>Budget Year 2016/17</b>																	
<b>Valuations:</b>																	
No. of properties		1 667		138	851	95	92				41					164	
No. of sectional title property values		13		8													
No. of unreasonably difficult properties s7(2)		-															
No. of supplementary valuations		1															
Supplementary valuation (Rm)																	
No. of valuation roll amendments		-															
No. of objections by rate-payers		-															
No. of appeals by rate-payers		-															
No. of appeals by rate-payers finalised		-															
No. of successful objections	5	-															
No. of successful objections > 10%	5	-															
Estimated no. of properties not valued																	
Years since last valuation (select)		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Frequency of valuation (select)		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr	Land & impr
Phasing-in properties s21 (number)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Combination of rating types used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Flat rate used? (Y/N)																	
Is balance rated by uniform rate/variable rate?																	
<b>Valuation reductions:</b>																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																	
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)																	
<b>Total valuation reductions:</b>	2																
Total value used for rating (Rm)	6																
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
<b>Rating:</b>																	
Average rate	3	1 991		1 796	1 786	3 298	235				62					31	
Rate revenue budget (R'000)																	
Rate revenue expected to collect (R'000)																	
Expected cash collection rate (%)	4																
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
<b>Total rebates, exemptions, discounts (R'000)</b>																	

**References**

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

**KZN227 Richmond - Supporting Table SA13a Service Tariffs by category**

[illegible]

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f. If  $\gamma$  appears are not raised this must be indicated as such

**KZN227 Richmond - Supporting Table SA13b Service Tariffs by category - explanatory**

[illegible]



**KZN227 Richmond - Supporting Table SA14 Household bills**

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17 % incr.	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Rand/cent</b>											
<b>Monthly Account for Household - 'Middle Income Range'</b>	1										
<b>Rates and services charges:</b>											
Property rates		384,65	407,93	428,30	445,46	445,46	445,46	6,0%	472,19	500,52	530,55
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		-	-	-	-	-	-	-	-	-	-
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	37,87	37,87	37,87	6,0%	40,15	42,56	45,11
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>sub-total</b>		416,65	441,64	462,04	483,34	483,34	483,34	6,0%	512,34	543,08	575,66
VAT on Services		4,45	4,72	4,72	5,30	5,30	5,30	-	5,62	5,96	6,32
<b>Total large household bill:</b>		421,10	446,36	466,76	488,64	488,64	488,64	6,0%	517,96	549,04	581,98
<b>% Increase/-decrease</b>			6,0%	4,6%	4,7%	-	-		6,0%	6,0%	6,0%
<b>Monthly Account for Household - 'Affordable Range'</b>	2										
<b>Rates and services charges:</b>											
Property rates		266,43	282,42	296,54	293,72	306,40	305,47	6,0%	323,79	343,22	363,81
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		-	-	-	-	-	-	-	-	-	-
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	35,73	35,73	37,88	6,0%	40,15	42,56	45,11
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>sub-total</b>		298,23	316,13	330,25	329,45	344,13	343,34	10,5%	363,94	385,78	408,93
VAT on Services											
<b>Total small household bill:</b>		298,23	316,13	330,25	329,45	344,13	343,34	10,5%	363,94	385,78	408,93
<b>% increase/-decrease</b>			6,0%	4,5%	(0,2%)	4,5%	(0,2%)		6,0%	6,0%	6,0%
<b>Monthly Account for Household - 'Indigent' Household receiving free basic services</b>	3										
<b>Rates and services charges:</b>											
Property rates		148,02	156,90	329,49	163,18	342,67	169,70	6,0%	179,89	190,68	202,12
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		25,00	25,00	40,83	26,00	42,46	27,04	10,0%	31,37	34,50	37,95
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	35,06	35,06	36,46	6,0%	38,65	40,97	43,43
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>sub-total</b>		204,82	215,61	404,03	224,23	420,19	233,20	11,4%	249,90	266,15	283,50
VAT on Services											
<b>Total small household bill:</b>		204,82	215,61	404,03	224,23	420,19	233,20	11,4%	249,90	266,15	283,50
<b>% increase/-decrease</b>			5,3%	87,4%	(44,5%)	87,4%	(44,5%)		7,2%	6,5%	6,5%

**References**

1. Use as basis property value of R700 000, 1 000 kWh electricity and 30kl water
2. Use as basis property value of R500 000 and R700 000, 500 kWh electricity and 25kl water
3. Use as basis property value of R 300 000, 350kWh electricity and 20kl water (50 kWh electricity and 6 kl water free)

**KZN227 Richmond - Supporting Table SA15 Investment particulars by type**

Annex 22: Nonfinancial Reporting Table 2A16 Investment particulars by type										
Investment type	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
Parent municipality										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank		42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Municipal Bonds										
Municipality sub-total	1	42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500
Entities										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank										
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Entities sub-total		-	-	-	-	-	-	-	-	-
Consolidated total:		42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500

**References**

1. Total investments must reconcile to Budgeted Financial Position ('current' call investment deposits plus 'non-current' investments)

KZN227 Richmond - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate 3.	Commission Paid (Rands)	Commission Recipient	Expiry date of investment
Name of institution & investment ID	1	Yrs/Months							
<b>Parent municipality</b>									
Call Account		No	Yes	7%-8%	No	n/a	30 June 2016	42 000	2 500
<b>Municipality sub-total</b>									
<b>Entities</b>									
<b>Entities sub-total</b>									
<b>TOTAL INVESTMENTS AND INTEREST</b>	1								

References

1. Total investments must reconcile to all items in Table SA15 for the Current Year (30 June)
2. List investments in expiry date order

**KZN227 Richmond - Supporting Table SA17 Borrowing**

Borrowing - Categorised by type	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>										
<b>Parent municipality</b>										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities		410	317	398	-	-	-	41	-	-
<b>Municipality sub-total</b>	<b>1</b>	<b>410</b>	<b>317</b>	<b>398</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41</b>	<b>-</b>	<b>-</b>
<b>Entities</b>										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
<b>Entities sub-total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Borrowing</b>	<b>1</b>	<b>410</b>	<b>317</b>	<b>398</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41</b>	<b>-</b>	<b>-</b>

<b>Unspent Borrowing - Categorised by type</b>										
<b>Parent municipality</b>										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
<b>Municipality sub-total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Entities</b>										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
<b>Entities sub-total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Unspent Borrowing</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**References**

1. Total borrowing must reconcile to Budgeted Financial Position (Borrowing - non-current)

**KZN227 Richmond - Supporting Table SA18 Transfers and grant receipts**

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>										
<b>RECEIPTS:</b>	1, 2									
<b>Operating Transfers and Grants</b>										
<b>National Government:</b>		–	–	–	68 579	68 414	68 414	69 330	75 459	79 570
Local Government Equitable Share					54 162	54 162	54 162	55 625	60 619	64 690
Finance Management					1 800	1 800	1 800	1 625	1 900	1 900
Municipal Systems Improvement					670	656	656	–	–	–
EPWP Incentive					1 046	1 046	1 046	1 277	–	–
Integrated National Electrification Programme					10 000	10 000	10 000	9 000	12 000	12 000
MIG - PMU					901	750	750	1 603	940	980
<b>Provincial Government:</b>		–	–	–	1 027	2 473	2 473	894	932	979
Housing						1 356	1 356	–	–	–
Sport and Recreation					150	150	150	–	–	–
Provincialisation of Libraries					707	707	707	715	744	782
Community Library Services Grant					170	170	170	179	188	197
Scholar patrol					–	90	90	–	–	–
<b>District Municipality:</b>		–	–	–	–	–	–	–	–	–
(insert description)										
<b>Other grant providers:</b>		–	–	–	–	–	–	–	–	–
(insert description)										
<b>Total Operating Transfers and Grants</b>	5	–	–	–	69 606	70 887	70 887	70 224	76 391	80 549
<b>Capital Transfers and Grants</b>										
<b>National Government:</b>		27 058	26 486	31 243	17 376	17 541	17 541	31 056	17 850	18 664
Municipal Infrastructure Grant (MIG)		27 058	26 486	31 243	17 116	17 267	17 267	31 056	17 850	18 664
MSIG					260	274	274			
<b>Provincial Government:</b>		–	–	–	–	5 000	5 000	2 000	–	–
Small Town						5 000	5 000	2 000		
<b>District Municipality:</b>		–	–	–	–	–	–	–	–	–
(insert description)										
<b>Other grant providers:</b>		–	–	–	–	–	–	–	–	–
(insert description)										
<b>Total Capital Transfers and Grants</b>	5	27 058	26 486	31 243	17 376	22 541	22 541	33 056	17 850	18 664
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>		27 058	26 486	31 243	86 982	93 428	93 428	103 280	94 241	99 213

**References**

- Each transfer/grant is listed by name as gazetted together with the name of the transferring department or municipality, donor or other organisation
- Amounts actually **RECEIVED**; not revenue recognised (objective is to confirm grants transferred)
- Replacement of RSC levies
- Housing subsidies for housing where ownership transferred to organisations or persons outside the control of the municipality
- Total transfers and grants must reconcile to Budgeted Cash Flows
- Motor vehicle licensing refunds to be included under 'agency' services (Not Grant Receipts)

KZN227 Richmond - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
EXPENDITURE:	1									
<u>Operating expenditure of Transfers and Grants</u>										
National Government:		-	-	-	68 579	68 414	68 414	69 330	75 459	79 570
Local Government Equitable Share					54 162	54 162	54 162	55 625	60 619	64 690
Finance Management					1 800	1 800	1 800	1 825	1 900	1 900
Municipal Systems Improvement					670	656	656	-	-	-
EPWP Incentive					1 046	1 046	1 046	1 277	-	-
Integrated National Electrification Programme					10 000	10 000	10 000	9 000	12 000	12 000
					-	-	-	-	-	-
MIG - PMU					901	750	750	1 603	940	980
Provincial Government:		-	-	-	1 027	2 473	2 473	894	932	979
Housing					-	1 356	1 356	-	-	-
Sport and Recreation					150	150	150	-	-	-
Provincialisation of Libraries					707	707	707	715	744	782
Community Library Services Grant					170	170	170	179	188	197
Scholar patrol					-	90	90	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Other grant providers:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Total operating expenditure of Transfers and Grants:		-	-	-	69 606	70 887	70 887	70 224	76 391	80 549
<u>Capital expenditure of Transfers and Grants</u>										
National Government:		27 058	26 486	31 243	17 376	17 541	17 541	31 056	17 850	18 664
Municipal Infrastructure Grant (MIG)		27 058	26 486	31 243	17 116	17 267	17 267	31 056	17 850	18 664
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
MSIG		-	-	-	260	274	274	-	-	-
Provincial Government:		-	-	-	-	5 000	5 000	2 000	-	-
Small Town		-	-	-	-	5 000	5 000	2 000	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Other grant providers:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Total capital expenditure of Transfers and Grants		27 058	26 486	31 243	17 376	22 541	22 541	33 056	17 850	18 664
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		27 058	26 486	31 243	86 982	93 428	93 428	103 280	94 241	99 213

References

1. Expenditure must be separately listed for each transfer or grant received or recognised



**KZN227 Richmond - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds**

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>										
<b>Operating transfers and grants:</b>	1,3									
<b>National Government:</b>										
Balance unspent at beginning of the year		-		7 369	4 534					
Current year receipts				63 271	68 579	69 315	69 315	69 330	75 459	79 570
<b>Conditions met - transferred to revenue</b>		-	(7 369)	66 056	73 163	69 315	69 315	69 330	75 459	79 570
Conditions still to be met - transferred to liabilities			7 369	4 584						
<b>Provincial Government:</b>										
Balance unspent at beginning of the year				9 995	2 833					
Current year receipts				150	1 027	2 473	2 473	894	932	979
<b>Conditions met - transferred to revenue</b>		-	(9 995)	7 313	3 860	2 473	2 473	894	932	979
Conditions still to be met - transferred to liabilities			9 995	2 833						
<b>District Municipality:</b>										
Balance unspent at beginning of the year										
Current year receipts										
<b>Conditions met - transferred to revenue</b>		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
<b>Other grant providers:</b>										
Balance unspent at beginning of the year										
Current year receipts										
<b>Conditions met - transferred to revenue</b>		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
<b>Total operating transfers and grants revenue</b>		-	(17 364)	73 369	77 023	71 788	71 788	70 224	76 391	80 549
<b>Total operating transfers and grants - CTBM</b>	2	-	17 364	7 417	-	-	-	-	-	-
<b>Capital transfers and grants:</b>	1,3									
<b>National Government:</b>										
Balance unspent at beginning of the year										
Current year receipts		10 280	21 142	24 010	17 376	22 592	22 592	31 056	17 850	18 664
<b>Conditions met - transferred to revenue</b>		10 280	21 142	24 010	17 376	22 592	22 592	31 056	17 850	18 664
Conditions still to be met - transferred to liabilities										
<b>Provincial Government:</b>										
Balance unspent at beginning of the year										
Current year receipts								2 000		
<b>Conditions met - transferred to revenue</b>		-	-	-	-	-	-	2 000	-	-
Conditions still to be met - transferred to liabilities										
<b>District Municipality:</b>										
Balance unspent at beginning of the year										
Current year receipts										
<b>Conditions met - transferred to revenue</b>		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
<b>Other grant providers:</b>										
Balance unspent at beginning of the year										
Current year receipts										
<b>Conditions met - transferred to revenue</b>		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
<b>Total capital transfers and grants revenue</b>		10 280	21 142	24 010	17 376	22 592	22 592	33 056	17 850	18 664
<b>Total capital transfers and grants - CTBM</b>	2	-	-	-	-	-	-	-	-	-
<b>TOTAL TRANSFERS AND GRANTS REVENUE</b>		10 280	3 778	97 379	94 399	94 380	94 380	103 280	94 241	99 213
<b>TOTAL TRANSFERS AND GRANTS - CTBM</b>		-	17 364	7 417	-	-	-	-	-	-

**References**

1. Total capital transfers and grants revenue must reconcile to Budgeted Financial Performance and Financial Position; total recurrent grants revenue must reconcile to Budgeted Financial Performance
2. CTBM = conditions to be met
3. National Treasury database will require this reconciliation for each transfer/grant

## KZN227 Richmond - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>											
<u>Cash Transfers to other municipalities</u> <i>Insert description</i>	1										
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
<u>Cash Transfers to Entities/Other External Mechanisms</u> <i>Insert description</i>	2										
Total Cash Transfers To Entities/Ems <sup>1</sup>		-	-	-	-	-	-	-	-	-	-
<u>Cash Transfers to other Organs of State</u> <i>Eskom</i>	3								550	666	710
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	550	666	710
<u>Cash Transfers to Organisations</u> <i>Insert description</i>											
Total Cash Transfers To Organisations		-	-	-	-	-	-	-	-	-	-
<u>Cash Transfers to Groups of Individuals</u> <i>Insert description</i>											
Total Cash Transfers To Groups Of Individuals:		-	-	-	-	-	-	-	-	-	-
<b>TOTAL CASH TRANSFERS AND GRANTS</b>	6	-	-	-	-	-	-	-	550	666	710
<u>Non-Cash Transfers to other municipalities</u> <i>Insert description</i>	1										
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
<u>Non-Cash Transfers to Entities/Other External Mechanisms</u> <i>Insert description</i>	2										
Total Non-Cash Transfers To Entities/Ems <sup>1</sup>		-	-	-	-	-	-	-	-	-	-
<u>Non-Cash Transfers to other Organs of State</u> <i>Insert description</i>	3										
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
<u>Non-Cash Grants to Organisations</u> <i>Insert description</i>	4										
Total Non-Cash Grants To Organisations		-	-	-	-	-	-	-	-	-	-
<u>Groups of Individuals</u> <i>Free basic services</i>	5				545	1 155	1 155	1 155	-	-	-
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	545	1 155	1 155	1 155	-	-	-
<b>TOTAL NON-CASH TRANSFERS AND GRANTS</b>		-	-	-	545	1 155	1 155	1 155	-	-	-
<b>TOTAL TRANSFERS AND GRANTS</b>	6	-	-	-	545	1 155	1 155	1 155	550	666	710

## References

1. Insert description listed by municipal name and demarcation code of recipient
2. Insert description of each entity or external mechanism (an external mechanism may be provided with resources to ensure a minimum level of service)
3. Insert description of each Organ of State (e.g. transfer to electricity provider to compensate for FBS provided)
4. Insert description of each other organisation (e.g. charity)
5. Insert description of each other organisation (e.g. the aged, child-headed households)
6. All descriptions should separate transfers for 'capital purposes' and 'operating purposes'

KZN227 Richmond - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand		A	B	C	D	E	F	G	H	I
<b>Councillors (Political Office Bearers plus Other)</b>	1									
Basic Salaries and Wages		3 477	3 751	4 013	4 473	4 280	4 280	4 642	4 920	5 215
Pension and UIF Contributions										
Medical Aid Contributions										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowances										
Other benefits and allowances										
Sub Total - Councillors		3 477	3 751	4 013	4 473	4 280	4 280	4 642	4 920	5 215
% Increase	4		7,9%	7,0%	11,5%	(4,3%)	-	8,4%	6,0%	6,0%
<b>Senior Managers of the Municipality</b>	2									
Basic Salaries and Wages		2 004	3 368	3 841	4 479	4 437	4 467	4 801	5 089	5 395
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus					426	366	386	672	718	755
Motor Vehicle Allowance					470	614	604	672	712	755
Cellphone Allowance										
Housing Allowances										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Senior Managers of Municipality		2 004	3 368	3 841	5 545	5 477	5 477	6 146	6 514	6 905
% Increase	4		68,1%	14,0%	44,2%	(1,2%)	-	12,2%	6,0%	6,0%
<b>Other Municipal Staff</b>										
Basic Salaries and Wages		11 329	14 245	21 599	20 436	19 224	19 224	22 738	24 368	26 124
Pension and UIF Contributions		2 041	2 467		2 369	3 156	3 158	3 315	3 547	3 792
Medical Aid Contributions		912	861		1 637	1 403	1 403	1 540	1 648	1 764
Overtime		447	222		125	461	461	95	104	109
Performance Bonus		169	1 153		1 197	1 220	1 220	1 693	2 092	2 181
Motor Vehicle Allowance		705	694		832	914	914	849	866	978
Cellphone Allowance		104	179		243	242	242	269	298	308
Housing Allowances		33	38		43	53	53	50	54	58
Other benefits and allowances		605	439		310	1 151	1 151	1 137	1 213	1 297
Payments in lieu of leave		333	909		1 000	1 156	1 156	960	963	1 000
Long service awards		367	248		470	406	400	400	428	458
Post-retirement benefit obligations		1 675	135		1 400	1 371	1 390	1 000	1 070	1 145
Sub Total - Other Municipal Staff		20 005	21 491	23 699	31 693	30 736	30 736	34 164	36 617	39 245
% Increase	4		7,4%	9,8%	33,9%	(2,7%)	-	11,0%	6,9%	6,9%
<b>Total Parent Municipality</b>		25 490	28 610	31 453	41 611	40 493	40 493	44 951	48 051	51 366
			12,2%	9,8%	32,3%	(2,7%)	-	11,0%	6,9%	6,9%
<b>Board Members of Entities</b>										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowances										
Other benefits and allowances										
Board Fees										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Board Members of Entities		-	-	-	-	-	-	-	-	-
% Increase	4		-	-	-	-	-	-	-	-
<b>Senior Managers of Entities</b>										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowances										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Senior Managers of Entities		-	-	-	-	-	-	-	-	-
% Increase	4		-	-	-	-	-	-	-	-
<b>Other Staff of Entities</b>										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowances										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Other Staff of Entities		-	-	-	-	-	-	-	-	-
% Increase	4		-	-	-	-	-	-	-	-
<b>Total Municipal Entities</b>		-	-	-	-	-	-	-	-	-
<b>TOTAL SALARY, ALLOWANCES &amp; BENEFITS</b>		25 490	28 610	31 453	41 611	40 493	40 493	44 951	48 051	51 366
% Increase	4		12,2%	9,8%	32,3%	(2,7%)	-	11,0%	6,9%	6,9%
<b>TOTAL MANAGERS AND STAFF</b>	5,7	22 013	24 859	27 440	37 138	36 213	36 213	40 310	43 131	46 150

**References:**

1. Include 'Loans and advances' where applicable if any reportable amounts until phased compliance with s164 of MFMA achieved
2. s57 of the Systems Act
3. In kind benefits (e.g. provision of living quarters) must be shown as the cost (full market value) to the municipality, as part of the relevant allowance
4. B/A, C/B, D/C, E/C, F/C, G/D, H/D, I/D
5. Must agree to the sub-total appearing on Table A1 (Employee costs)
6. Includes pension payments and employer contributions to medical aid
7. Correct as at 30 June

**Column Definitions:**

- A, B and C: Audited actual as per the audited financial statements. If audited amounts are unavailable, unaudited amounts must be provided with a note stating these are unaudited.
- D: The original budget approved by council for the budget year.
- E: The budget for the budget year as adjusted by council resolution in terms of section 26 of the MFMA.
- F: An estimate of final actual amounts (pre audit) for the current year at the point in time of preparing the budget for the budget year. This may differ from E.
- G: The amount to be appropriated for the budget year.
- H and I: The indicative projection.

**KZN227 Richmond - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)**

<b>Disclosure of Salaries, Allowances &amp; Benefits 1.</b>	<b>Ref</b>	<b>No.</b>	<b>Salary</b>	<b>Contributions</b>	<b>Allowances</b>	<b>Performance Bonuses</b>	<b>In-kind benefits</b>	<b>Total Package</b>
<b>Rand per annum</b>				<b>1.</b>				<b>2.</b>
<b>Councillors</b>	3							
Speaker	4		355 212		26 572			381 784
Chief Whip			242 190		26 572			268 762
Executive Mayor			803 493		26 572			830 065
Deputy Executive Mayor			355 212		26 572			381 784
Executive Committee			333 018		26 572			359 590
Total for all other councillors			2 180 467		239 148			2 419 615
<b>Total Councillors</b>	<b>8</b>	<b>-</b>	<b>4 269 592</b>	<b>-</b>	<b>372 008</b>			<b>4 641 600</b>
<b>Senior Managers of the Municipality</b>	<b>5</b>							
Municipal Manager (MM)			1 116 555		144 000	155 632		1 416 187
Chief Finance Officer			930 900		132 000	129 325		1 192 225
SM CORPROATE			919 596		132 000	127 743		1 179 339
SM COMMUNITY			919 596		132 000	127 743		1 179 339
SM TECHNICAL			919 596		132 000	127 743		1 179 339
List of each official with packages >= senior manager								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
<b>Total Senior Managers of the Municipality</b>	<b>8,10</b>	<b>-</b>	<b>4 806 243</b>	<b>-</b>	<b>672 000</b>	<b>668 186</b>		<b>6 146 429</b>
<b>A Heading for Each Entity</b>	<b>6,7</b>							
List each member of board by designation								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
<b>Total for municipal entities</b>	<b>8,10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	-	9 075 835	-	1 044 008	668 186		10 788 029

## References

1. Pension and medical aid
2. Total package must equal the total cost to the municipality
3. List each political office bearer by designation. Provide a total for all other councillors
4. Political office bearer is defined in MFMA s 1: speaker, executive mayor, deputy executive mayor, member of executive committee, mayor, deputy mayor, member of mayoral committee, the councillor designated to exercise powers and duties of mayor (MSA s 57)
5. Also list each senior manager reporting to MM by designation and each official with package >= senior manager by designation
6. List each entity where municipality has an interest and state percentage ownership and control
7. List each senior manager reporting to the CEO of an Entity by designation
8. Must reconcile to relevant section of Table SA24
9. Must reconcile to totals shown for the budget year of Table SA22
10. Correct as at 30 June

KZN227 Richmond - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2014/15			Current Year 2015/16			Budget Year 2016/17		
Number	1,2		Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
<b>Municipal Council and Boards of Municipal Entities</b>											
Councillors (Political Office Bearers plus Other Councillors)			14	—	14	14		14	14	—	14
Board Members of municipal entities	4								—	—	—
<b>Municipal employees</b>											
Municipal Manager and Senior Managers	5								—	—	—
Other Managers	3		5		5	5		5	5	—	5
Professionals	7		6	6		6	6		6	6	—
Finance			25	25	—	31	31	—	31	31	—
Spatial town planning			3	3		5	5		5	5	—
Information Technology									—	—	—
Roads			2	2		3	3		3	3	—
Electricity			3	3		3	3		3	3	—
Water									—	—	—
Sanitation									—	—	—
Refuse									—	—	—
Other			17	17		20	20		20	20	—
Technicians			35	31	4	31	31	—	31	31	—
Finance			9	5	4	5	5		5	5	—
Spatial town planning									—	—	—
Information Technology									—	—	—
Roads									—	—	—
Electricity									—	—	—
Water									—	—	—
Sanitation									—	—	—
Refuse			5	5		5	5		5	5	—
Other			21	21		21	21		21	21	—
Clerks (Clerical and administrative)			10	10		11	11		11	11	—
Service and sales workers			9	9		10	10		10	10	—
Skilled agricultural and fishery workers									—	—	—
Craft and related trades									—	—	—
Plant and Machine Operators			14	14		14	14		14	14	—
Elementary Occupations			48	46		48	48		48	48	—
<b>TOTAL PERSONNEL NUMBERS</b>	9		166	143	23	170	151	19	170	151	19
<b>% increase</b>						2,4%	5,6%	(17,4%)	—	—	—
<b>Total municipal employees headcount</b>	6, 10								—	—	—
Finance personnel headcount	8, 10		14	9	6	14	14	6	14	14	6
Human Resources personnel headcount	8, 10		2	2		4	2	2	4	2	2

**References**

1. Positions must be funded and aligned to the municipality's current organisational structure
2. Full Time Equivalent (FTE). E.g. One full time person = 1FTE. A person working half time (say 4 hours out of 8) = 0.5FTE.
3. s57 of the Systems Act
4. Include only in Consolidated Statements
5. Include municipal entity employees in Consolidated Statements
6. Include headcount (number to persons, Not FTE) of managers and staff only (exclude councillors)
7. Managers who provide the direction of a critical technical function
8. Total number of employees working on these functions



KZN227 Richmond - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure

R thousand	Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
			July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Revenue By Source</b>																	
	Property rates		-	3 450	805	805	805	805	805	805	805	805	805	805	11 500	12 190	12 921
	Property rates - penalties & collection charges		38	38	38	38	38	38	38	38	38	38	38	38	750	750	795
	Service charges - electricity revenue														-	-	-
	Service charges - water revenue														-	-	-
	Service charges - sanitation revenue														-	-	-
	Service charges - refuse revenue		38	38	38	38	38	38	38	38	38	38	38	38	450	447	444
	Service charges - other														-	-	-
	Rental of facilities and equipment		59	59	59	59	59	59	59	59	59	59	59	59	734	734	750
	Interest earned - external investments		213	213	213	213	213	213	213	213	213	213	213	213	4 050	1 741	1 844
	Interest earned - outstanding debtors		6	6	6	6	6	6	6	6	6	6	6	6	75	75	80
	Dividends received														-	-	-
	Fines		9	9	9	9	9	9	9	9	9	9	9	9	102	102	108
	Licences and permits		69	69	69	69	69	69	69	69	69	69	69	69	831	831	880
	Agency services		43	43	43	43	43	43	43	43	43	43	43	43	516	517	547
	Transfers recognised - operational		15 600	7 800			15 650	9 900	14 560	6 814				(0)	70 224	76 391	80 549
	Other revenue		31	31	31	31	31	31	31	31	31	31	31	31	374	603	636
	Gains on disposal of PPE													-	-	-	-
	<b>Total Revenue (excluding capital transfers and contribution)</b>		<b>16 105</b>	<b>11 755</b>	<b>1 310</b>	<b>1 310</b>	<b>16 960</b>	<b>11 110</b>	<b>15 870</b>	<b>8 124</b>	<b>1 310</b>	<b>1 310</b>	<b>1 310</b>	<b>3 129</b>	<b>89 606</b>	<b>94 381</b>	<b>99 554</b>
<b>Expenditure By Type</b>																	
	Employee related costs		3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 966	40 310	43 131	46 150
	Remuneration of councillors		387	387	387	387	387	387	387	387	387	387	387	386	4 642	5 215	5 615
	Debt impairment						950							-	950	1 007	1 067
	Depreciation & asset impairment		744	744	744	744	744	744	744	744	744	744	744	738	8 923	9 554	10 222
	Finance charges		37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
	Bulk purchases		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Contracted services		681	681	681	681	681	681	681	681	681	681	681	1 032	8 527	9 038	9 580
	Transfers and grants		50	50	50	50	50	50	50	50	50	50	50	-	550	666	710
	Other expenditure		2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	7 435	33 825	28 380	28 882
	Loss on disposal of PPE													-	-	-	-
	<b>Total Expenditure</b>		<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>8 552</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>13 594</b>	<b>98 166</b>	<b>97 162</b>	<b>102 322</b>
	<b>Surplus/(Deficit)</b>		<b>8 503</b>	<b>4 153</b>	<b>(6 292)</b>	<b>(6 292)</b>	<b>9 358</b>	<b>2 558</b>	<b>(6 292)</b>	<b>8 268</b>	<b>522</b>	<b>(6 292)</b>	<b>(6 292)</b>	<b>(10 465)</b>	<b>(8 560)</b>	<b>(2 781)</b>	<b>(2 768)</b>
	Transfers recognised - capital		3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	155	33 181	17 850	18 664
	Contributions recognised - capital													-	-	-	-
	Contributed assets													-	-	-	-
	<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>11 806</b>	<b>7 456</b>	<b>(2 989)</b>	<b>(2 989)</b>	<b>12 661</b>	<b>5 861</b>	<b>(2 989)</b>	<b>11 571</b>	<b>3 825</b>	<b>(2 989)</b>	<b>(6 292)</b>	<b>(10 310)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>
	Taxation													-	-	-	-
	Attributable to minorities													-	-	-	-
	Share of surplus/ (deficit) of associate													-	-	-	-
	<b>Surplus/(Deficit)</b>	<b>1</b>	<b>11 806</b>	<b>7 456</b>	<b>(2 989)</b>	<b>(2 989)</b>	<b>12 661</b>	<b>5 861</b>	<b>(2 989)</b>	<b>11 571</b>	<b>3 825</b>	<b>(2 989)</b>	<b>(6 292)</b>	<b>(10 310)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance



KZN227 Richmond - Supporting Table SA26 Consolidated budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Revenue by Vote</b>																
Vote 1 - Executive & Council		1 595	5 018	5 018	5 018	532	5 018	5 018	5 018	532	5 018	5 018	—	2 659	2 789	2 926
Vote 2 - Finance & Admin		15 567	3 748	3 748	3 748	3 748	3 748	3 748	3 748	5 018	3 748	3 748	2 177	67 925	70 598	74 805
Vote 3 - Planning & Development		3 748	203	203	203	203	203	203	203	3 748	71	71	3 967	45 195	31 416	32 613
Vote 4 - Community & Social Services		203	—	—	—	—	—	—	—	71	—	—	200	1 906	2 020	2 141
Vote 5 - Community & Social Services		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Vote 6 - Public Safety		78	78	78	78	78	78	78	78	78	78	78	78	930	986	1 045
Vote 7 - Sport & Recreation										7			—	7	7	8
Vote 8 - Waste Management		308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Vote 9 - Roads		43	43	43	43	43	43	43	43	43	43	43	43	516	547	579
Vote 10 - [NAME OF VOTE 10]													—	—	—	—
Vote 11 - [NAME OF VOTE 11]													—	—	—	—
Vote 12 - [NAME OF VOTE 12]													—	—	—	—
Vote 13 - [NAME OF VOTE 13]													—	—	—	—
Vote 14 - [NAME OF VOTE 14]													—	—	—	—
Vote 15 - [NAME OF VOTE 15]													—	—	—	—
<b>Total Revenue by Vote</b>		<b>21 542</b>	<b>9 398</b>	<b>9 398</b>	<b>9 398</b>	<b>9 930</b>	<b>9 398</b>	<b>9 398</b>	<b>9 266</b>	<b>9 805</b>	<b>9 266</b>	<b>9 266</b>	<b>6 772</b>	<b>122 836</b>	<b>112 283</b>	<b>118 274</b>
<b>Expenditure by Vote to be appropriated</b>																
Vote 1 - Executive & Council		876	876	876	876	876	876	876	876	876	876	876	1 106	10 746	11 390	12 074
Vote 2 - Finance & Admin		2 462	2 462	2 462	2 462	2 462	2 462	2 462	2 462	2 462	2 462	2 462	2 462	29 544	25 470	27 004
Vote 3 - Planning & Development		1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	2 155	20 955	21 165	21 761
Vote 4 - Community & Social Services		826	826	826	826	826	826	826	826	826	826	826	826	9 914	10 508	11 139
Vote 5 - Community & Social Services		104	104	104	104	104	104	104	104	104	104	104	478	1 621	1 719	1 822
Vote 6 - Public Safety		618	618	618	618	618	618	618	618	618	618	618	615	7 413	7 857	8 329
Vote 7 - Sport & Recreation		195	195	195	195	195	195	195	195	195	195	195	194	2 335	2 475	2 623
Vote 8 - Waste Management		308	308	308	308	308	308	308	308	308	308	308	538	3 929	4 164	4 415
Vote 9 - Roads		981	981	981	981	981	981	981	981	981	981	981	967	11 760	12 466	13 214
Vote 10 - [NAME OF VOTE 10]													—	—	—	—
Vote 11 - [NAME OF VOTE 11]													—	—	—	—
Vote 12 - [NAME OF VOTE 12]													—	—	—	—
Vote 13 - [NAME OF VOTE 13]													—	—	—	—
Vote 14 - [NAME OF VOTE 14]													—	—	—	—
Vote 15 - [NAME OF VOTE 15]													—	—	—	—
<b>Total Expenditure by Vote</b>		<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>8 080</b>	<b>9 341</b>	<b>98 215</b>	<b>97 214</b>	<b>102 380</b>
<b>Surplus/(Deficit) before assoc.</b>		<b>13 462</b>	<b>1 319</b>	<b>1 319</b>	<b>1 319</b>	<b>1 850</b>	<b>1 319</b>	<b>1 319</b>	<b>1 186</b>	<b>1 725</b>	<b>1 186</b>	<b>1 186</b>	<b>(2 569)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 894</b>
Taxation													—	—	—	—
Attributable to minorities													—	—	—	—
Share of surplus/ (deficit) of associate													—	—	—	—
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>13 462</b>	<b>1 319</b>	<b>1 319</b>	<b>1 319</b>	<b>1 850</b>	<b>1 319</b>	<b>1 319</b>	<b>1 186</b>	<b>1 725</b>	<b>1 186</b>	<b>1 186</b>	<b>(2 569)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 894</b>

References  
1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

KZN227 Richmond - Supporting Table SA27 Consolidated budgeted monthly revenue and expenditure (standard classification)

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand																
Revenue - Standard																
Governance and administration		17 162	5 018	5 018	5 018	5 550	5 018	5 018	5 018	5 550	5 018	5 018	2 177	70 584	73 387	77 731
Executive and council		1 595	-	-	-	532	-	-	-	532	-	-	-	2 659	2 789	2 926
Budget and treasury office		15 566	5 017	5 017	5 017	5 017	5 017	5 017	5 017	4 917	5 017	5 017	2 176	67 815	70 482	74 682
Corporate services		1	1	1	1	1	1	1	1	1	1	1	1	110	117	124
Community and public safety		281	281	281	281	281	281	281	281	281	149	149	277	2 843	3 013	3 194
Community and social services		203	203	203	203	203	203	203	203	203	71	71	200	1 906	2 020	2 141
Sport and recreation		-	-	-	-	-	-	-	-	-	7	-	-	7	7	8
Public safety		78	78	78	78	78	78	78	78	78	78	78	78	930	966	1 045
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		3 791	3 791	3 791	3 791	3 791	3 791	3 791	3 791	3 791	3 791	3 791	4 010	45 711	31 962	33 193
Planning and development		3 746	3 746	3 746	3 746	3 746	3 746	3 746	3 746	3 746	3 746	3 746	3 967	45 195	31 416	32 613
Road transport		43	43	43	43	43	43	43	43	43	43	43	43	516	547	579
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trading services		308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste management		308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue - Standard		21 542	9 398	9 398	9 398	9 930	9 398	9 398	9 398	9 266	9 805	9 266	6 772	122 836	112 283	118 274
Expenditure - Standard																
Governance and administration		3 338	3 338	3 338	3 338	3 338	3 338	3 338	3 338	3 338	3 338	3 338	3 567	40 290	36 860	39 078
Executive and council		876	876	876	876	876	876	876	876	876	876	876	1 106	10 746	11 390	12 074
Budget and treasury office		1 596	1 596	1 596	1 596	1 596	1 596	1 596	1 596	1 596	1 596	1 596	1 946	14 447	15 320	15 320
Corporate services		867	867	867	867	867	867	867	867	867	867	867	866	10 399	11 022	11 684
Community and public safety		1 639	1 639	1 639	1 639	1 639	1 639	1 639	1 639	1 639	1 639	1 639	3 257	21 282	22 559	23 913
Community and social services		826	826	826	826	826	826	826	826	826	826	826	2 447	11 535	12 227	12 961
Sport and recreation		195	195	195	195	195	195	195	195	195	195	195	194	2 335	2 475	2 623
Public safety		618	618	618	618	618	618	618	618	618	618	618	615	7 413	7 857	8 329
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	3 121	32 715	33 631	34 975
Planning and development		1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	2 155	20 955	21 165	21 761
Road transport		981	981	981	981	981	981	981	981	981	981	981	967	11 760	12 466	13 214
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trading services		308	308	308	308	308	308	308	308	308	308	308	538	3 929	4 164	4 415
Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste management		308	308	308	308	308	308	308	308	308	308	308	538	3 929	4 164	4 415
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure - Standard		7 976	7 976	7 976	7 976	7 976	7 976	7 976	7 976	7 976	7 976	7 976	10 483	98 215	97 214	102 380
Surplus/(Deficit) before assoc.		13 566	1 422	1 422	1 422	1 954	1 422	1 422	1 422	1 290	1 829	1 290	(3 711)	24 621	15 069	15 894
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	13 566	1 422	1 422	1 422	1 954	1 422	1 422	1 422	1 290	1 829	1 290	(3 711)	24 621	15 069	15 894

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

KZN227 Richmond - Supporting Table SA28 Consolidated budgeted monthly capital expenditure (municipal vote)

R thousand	Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
			July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
1	Multi-year expenditure to be appropriated	1															
	Vote 1 - Executive & Council																
	Vote 2 - Finance & Admin																
	Vote 3 - Planning & Development																
	Vote 4 - Community & Social Services																
	Vote 5 - Community & Social Services																
	Vote 6 - Public Safety																
	Vote 7 - Sport & Recreation																
	Vote 8 - Waste Management																
	Vote 9 - Roads																
	Vote 10 - [NAME OF VOTE 10]																
	Vote 11 - [NAME OF VOTE 11]																
	Vote 12 - [NAME OF VOTE 12]																
	Vote 13 - [NAME OF VOTE 13]																
	Vote 14 - [NAME OF VOTE 14]																
	Vote 15 - [NAME OF VOTE 15]																
2	Capital multi-year expenditure sub-total	2															
	Single-year expenditure to be appropriated																
	Vote 1 - Executive & Council		25												25		
	Vote 2 - Finance & Admin		8												404		
	Vote 3 - Planning & Development		500	500	500	396	155								2 155		
	Vote 4 - Community & Social Services				125	315									440		
	Vote 5 - Community & Social Services																
	Vote 6 - Public Safety					380									380		
	Vote 7 - Sport & Recreation			958	958	1 917	1 916	1 917	1 856	1 856	1 856	1 955		0	15 090	2 387	5 620
	Vote 8 - Waste Management																
	Vote 9 - Roads		1 953	1 953	1 953	1 953	1 953	3 906	1 952	1 953	1 953	252		0	17 826	15 463	13 044
	Vote 10 - [NAME OF VOTE 10]																
	Vote 11 - [NAME OF VOTE 11]																
	Vote 12 - [NAME OF VOTE 12]																
	Vote 13 - [NAME OF VOTE 13]																
	Vote 14 - [NAME OF VOTE 14]																
	Vote 15 - [NAME OF VOTE 15]																
2	Capital single-year expenditure sub-total	2	533	3 411	3 536	5 461	4 024	5 823	3 808	3 809	3 809	2 107		1	36 320	17 850	18 664
2	Total Capital Expenditure	2	533	3 411	3 536	5 461	4 024	5 823	3 808	3 809	3 809	2 107		1	36 320	17 850	18 664

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure



KZN227 Richmond - Supporting Table SA29 Consolidated budgeted monthly capital expenditure (standard classification)

R thousand	Description	Ref	Budget Year 2018/17												Medium Term Revenue and Expenditure Framework		
			July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
1	<b>Capital Expenditure - Standard</b>																
	<b>Governance and administration</b>																
	Executive and council	33	-	-	-	396	-	-	-	-	-	-	-	-	429	-	-
	Budget and treasury office	25				152									25	-	-
	Corporate services	8				244									160	-	-
															244	-	-
	<b>Community and public safety</b>																
	Community and social services	-		958	1 083	2 612	1 916	1 917	1 856	1 856	1 856	1 855	-	0	15 910	2 387	5 620
	Sport and recreation	-		-	125	315	-	-	-	-	-	-	-	-	440	-	-
	Public safety	-		958	958	1 917	1 916	1 917	1 856	1 856	1 856	1 855	-	0	15 090	2 387	5 620
	Housing	-		-	-	380	-	-	-	-	-	-	-	-	380	-	-
	Health														-	-	-
2	<b>Economic and environmental services</b>																
	Planning and development	500		2 453	2 453	2 453	2 108	3 906	1 952	1 953	1 953	252	-	0	19 981	15 463	13 044
	Road transport	500		500	500	500	155	-	-	-	-	-	-	-	2 155	-	-
	Environmental protection	-		1 953	1 953	1 953	1 953	3 906	1 952	1 953	1 953	252	-	0	17 826	15 463	13 044
															-	-	-
2	<b>Trading services</b>																
	Electricity	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water														-	-	-
	Waste water management														-	-	-
	Waste management														-	-	-
	<b>Other</b>																
		533		3 411	3 536	5 461	4 024	5 823	3 808	3 809	3 809	2 107	-	1	36 320	17 850	18 664
	<b>Total Capital Expenditure - Standard</b>																
2	<b>Funded by:</b>																
	National Government																
	Provincial Government																
	District Municipality																
	Other transfers and grants																
	Transfers recognised - capital																
	Public contributions & donations																
2	<b>Borrowing</b>																
	Internally generated funds																
	<b>Total Capital Funding</b>																

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates

2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

check

MONTHLY CASH FLOWS	R thousand	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Cash Receipts By Source</b>																
Property rates	-		5 350	555	555	555	555	555	555	555	555	560	-	10 350	10 971	11 629
Property rates - penalties & collection charges	56		56	56	56	56	56	56	56	56	56	56	56	675	675	716
Service charges - electricity revenue	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	30		30	30	30	30	30	30	30	30	30	30	30	360	368	355
Service charges - other	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	313		313	313	313	313	313	313	313	313	313	313	313	3 750	734	734
Interest earned - external investments	257		257	257	257	257	257	257	257	257	257	257	257	3 085	4 050	1 741
Interest earned - outstanding debtors	6		6	6	6	6	6	6	6	6	6	6	2	68	60	60
Dividends received	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines	9		9	9	9	9	9	9	9	9	9	9	9	102	102	108
Licences and permits	69		69	69	69	69	69	69	69	69	69	69	72	831	831	890
Agency services	43		43	43	43	43	43	43	43	43	43	43	43	516	517	547
Transfer receipts - operational	13 000		1 925	1 717	6 500	9 800	5 547	4 500	8 550	12 350	3 500	2 935	(0)	70 224	76 391	20 549
Other revenue	31		31	31	31	31	31	31	31	31	31	31	31	374	603	636
<b>Cash Receipts by Source</b>		<b>13 814</b>	<b>7 989</b>	<b>3 086</b>	<b>7 869</b>	<b>11 169</b>	<b>6 916</b>	<b>5 869</b>	<b>9 919</b>	<b>13 719</b>	<b>4 869</b>	<b>4 309</b>	<b>812</b>	<b>90 334</b>	<b>95 291</b>	<b>97 955</b>
<b>Other Cash Flows by Source</b>																
Transfer receipts - capital	533		3 411	3 536	5 461	4 024	5 823	3 808	670	3 809	2 107	-	0	33 181	17 850	18 664
Contributions recognised - capital & Contributed assets																
Proceeds on disposal of PPE																
Short term loans																
Borrowing long term/refinancing																
Increase (decrease) in consumer deposits																
Decrease (Increase) in non-current debtors																
Decrease (Increase) other non-current receivables																
Decrease (Increase) in non-current investments																
<b>Total Cash Receipts by Source</b>		<b>14 347</b>	<b>11 399</b>	<b>6 621</b>	<b>13 329</b>	<b>15 192</b>	<b>12 739</b>	<b>9 677</b>	<b>10 589</b>	<b>17 527</b>	<b>6 976</b>	<b>4 309</b>	<b>812</b>	<b>123 515</b>	<b>113 141</b>	<b>116 619</b>
<b>Cash Payments by Type</b>																
Employee related costs	2 924		2 924	2 924	2 924	5 848	2 924	2 924	2 924	2 924	2 924	2 924	2 923	38 010	40 670	43 517
Remuneration of councillors	387		387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Finance charges	37		37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases - Electricity																
Bulk purchases - Water & Sewer																
Other materials	1 500		639	639	639	639	639	639	639	639	639	639	638	8 527	9 038	9 580
Contracted services																
Transfers and grants - other municipalities	46		46	46	46	46	46	46	46	46	46	46	46	550	666	710
Transfers and grants - other	2 819		2 819	2 819	2 819	2 819	2 819	2 819	2 819	2 819	2 819	2 819	2 819	33 825	28 380	28 382
Other expenditure	7 712		6 851	6 851	6 851	9 775	6 851	6 851	6 851	6 851	6 851	6 851	6 849	85 993	84 140	88 399
<b>Cash Payments by Type</b>		<b>7 712</b>	<b>6 851</b>	<b>6 851</b>	<b>6 851</b>	<b>9 775</b>	<b>6 851</b>	<b>6 851</b>	<b>6 851</b>	<b>6 851</b>	<b>6 851</b>	<b>6 851</b>	<b>6 849</b>	<b>85 993</b>	<b>84 140</b>	<b>88 399</b>
<b>Other Cash Flows/Payments by Type</b>																
Capital assets	533		3 411	3 536	5 461	4 024	5 823	3 808	3 809	3 809	2 107	-	1	36 320	17 850	18 664
Repayment of borrowing	3		3	3	-	-	-	-	-	-	-	-	31	41	41	41
Other Cash Flows/Payments																
<b>Total Cash Payments by Type</b>		<b>8 248</b>	<b>10 265</b>	<b>10 390</b>	<b>12 311</b>	<b>13 799</b>	<b>12 674</b>	<b>10 659</b>	<b>10 659</b>	<b>10 659</b>	<b>8 958</b>	<b>6 851</b>	<b>6 881</b>	<b>122 354</b>	<b>102 032</b>	<b>107 104</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>6 098</b>		<b>1 134</b>	<b>(3 769)</b>	<b>1 018</b>	<b>1 394</b>	<b>65</b>	<b>(982)</b>	<b>(71)</b>	<b>6 868</b>	<b>(1 982)</b>	<b>(2 542)</b>	<b>(6 069)</b>	<b>1 161</b>	<b>11 110</b>	<b>9 515</b>
Cash/cash equivalents at the month/year begin:	57 900		63 998	65 133	61 364	62 382	63 775	63 840	62 853	62 787	69 555	67 672	65 130	57 900	59 061	70 171
Cash/cash equivalents at the month/year end:	63 998		65 133	61 364	62 382	63 775	63 840	62 858	62 787	69 555	67 672	65 130	59 061	59 061	70 171	79 686

1. Note that this section of Table SA 30 is deliberately not linked to Table A4 because timing differences between the invoicing of clients and receiving the cash means that the cashflow will differ from budgeted revenue, and similarly for budgeted expenditure. However for the MTRPREF it is now directly linked to A7.

**KZN227 Richmond - Supporting Table SA31 Aggregated entity budget**

[illegible]



KZN227 Richmond - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
		Number			R thousand
N/A					

References

1. Total agreement period from commencement until end
2. Annual value

KZN227 Richmond - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	2016/17 Medium Term Revenue & Expenditure Framework			Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Total Contract Value
			Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19								
R thousand		Total	Original Budget			Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Parent Municipality:													
Revenue Obligation By Contract	2												
Contract 1													
Contract 2													
Contract 3 etc													
Total Operating Revenue Implication													
Expenditure Obligation By Contract	2												
Indive Risk Services		300	300	600	736								2 610
Financial Management System (Service provider to be confirmed)				4 000	355								4 657
Contract 3 etc													
Total Operating Expenditure Implication		300	300	4 600	1 093								7 267
Capital Expenditure Obligation By Contract	2												
Contract 1													
Contract 2													
Contract 3 etc													
Total Capital Expenditure Implication													
Total Parent Expenditure Implication		300	300	4 600	1 093								7 267
Entities:													
Revenue Obligation By Contract	2												
Contract 1													
Contract 2													
Contract 3 etc													
Total Operating Revenue Implication													
Expenditure Obligation By Contract	2												
Contract 1													
Contract 2													
Contract 3 etc													
Total Operating Expenditure Implication													
Capital Expenditure Obligation By Contract	2												
Contract 1													
Contract 2													
Contract 3 etc													
Total Capital Expenditure Implication													
Total Entity Expenditure Implication													

References

1. Total implication for all preceding years to be summed and total stated in 'Preceding Years' column
2. List all contracts with future financial obligations beyond the three years covered by the MTRF (MFMA s33)
3. For municipalities with approved total revenue not exceeding R250 m - all contracts with an annual cost greater than R500 000. For municipalities with approved total revenue greater than R250 m - all contracts with an annual cost greater than R1 million. For municipalities with approved total revenue greater than R500 m - all contracts with an annual cost greater than R5 million

KZN227 Richmond - Supporting Table SA34a Consolidated capital expenditure on new assets by asset class

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	1									
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		16 516	24 100	26 959	8 271	30 639	30 639	2 859	15 463	13 044
Infrastructure - Road transport		16 516	24 100	26 959	8 271	28 260	28 260	2 859	15 463	13 044
Roads, Pavements & Bridges		16 516	24 100	26 359	8 271	28 260	28 260	2 859	15 463	13 044
Storm water										
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Generation										
Transmission & Reticulation										
Street Lighting										
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Dams & Reservoirs										
Water purification										
Reticulation										
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Reticulation										
Sewerage purification										
Infrastructure - Other		-	-	-	-	2 379	2 379	-	-	-
Waste Management						306	306			
Transportation										
Gas										
Other						2 073	2 073			
Community		2 717	-	-	1 854	2 752	2 752	15 000	2 387	5 620
Parks & gardens										
Sportsfields & stadia		2 071			1 244	1 321	1 321	15 000	2 387	5 620
Swimming pools										
Community halls					510	531	531			
Libraries										
Recreational facilities										
Fire, safety & emergency										
Security and policing										
Buses										
Clinics										
Museums & Art Galleries										
Cemeteries										
Social rental housing										
Other		646			100	300	300			
Heritage assets		-	-	-	-	-	-	-	-	-
Buildings										
Other										
Investment properties		-	-	-	-	-	-	-	-	-
Housing development										
Other										
Other assets		1 977	-	-	5 325	6 933	6 933	2 994	-	-
General vehicles					3 985	3 947	3 947	2 265		
Specialised vehicles		-	-	-	-	-	-	-	-	-
Plant & equipment		1 759			180	174	174	90		
Computers - hardware/equipment		108			345	625	625	275		
Furniture and other office equipment		110			316	256	256	179		
Abattoirs										
Markets										
Civic Land and Buildings										
Other Buildings						1 500	1 500			
Other Land										
Surplus Assets - (Investment or Inventory)										
Other					600	431	431	195		
Agricultural assets		-	-	-	-	-	-	-	-	-
List sub-class										
Biological assets		-	-	-	-	-	-	-	-	-
List sub-class										
Intangibles		-	-	-	-	-	-	-	-	-
Computers - software & programming										
Other (list sub-class)										
Total Capital Expenditure on new assets	1	21 210	24 100	26 959	15 450	40 324	40 324	20 853	17 850	18 664
Specialised vehicles		-	-	-	-	-	-	-	-	-
Refuse										
Fire										
Conservancy										
Ambulances										

## References

1. Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) must reconcile to total capital expenditure in Budgeted Capital Expenditure
2. Airports, Car Parks, Bus Terminals and Taxi Ranks
3. For example - technology backbones (e.g. fibre optic, WiFi infrastructure) for economic development purposes
4. Work-in-progress under construction to be budgeted under the respective item
5. Infrastructure includes 'land and buildings required' by that infrastructure and vehicles plant & equipment used by the service generated by that infrastructure
6. Donated contributed & leased assets to be included within the respective sub-class
7. Busses used to provide a service to the community
8. Not municipal contributions to the 'top structure' being built using the housing subsidies
9. Statues, art collections, medals etc.
10. Ambulances, fire engines, refuse vehicles - but not vehicles that would normally be classified as 'Plant and equipment'

KZN227 Richmond - Supporting Table SA34b Consolidated capital expenditure on existing assets by asset class

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	1									
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		-	-	-	10 400	2 322	2 322	15 167	-	-
Infrastructure - Road transport		-	-	-	10 400	2 322	2 322	13 167	-	-
Roads, Pavements & Bridges					10 400	2 322	2 322	13 167		
Storm water										
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Generation										
Transmission & Reticulation										
Street Lighting										
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Dams & Reservoirs										
Water purification										
Reticulation										
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Reticulation										
Sewerage purification										
Infrastructure - Other		-	-	-	-	-	-	2 000	-	-
Waste Management										
Transportation	2									
Gas										
Other	3							2 000		
Community		-	-	-	-	5 000	5 000	300	-	-
Parks & gardens								300		
Sportsfields & stadia										
Swimming pools										
Community halls										
Libraries										
Recreational facilities										
Fire, safety & emergency										
Security and policing										
Buses										
Clinics	7									
Museums & Art Galleries										
Cemeteries										
Social rental housing	8					5 000	5 000			
Other										
Heritage assets		-	-	-	-	-	-	-	-	-
Buildings										
Other	9									
Investment properties		-	-	-	-	-	-	-	-	-
Housing development										
Other										
Other assets		-	-	-	-	-	-	-	-	-
General vehicles										
Specialised vehicles										
Plant & equipment										
Computers - hardware/equipment										
Furniture and other office equipment										
Abattoirs										
Markets										
Civic Land and Buildings										
Other Buildings										
Other Land										
Surplus Assets - (Investment or Inventory)										
Other										
Agricultural assets		-	-	-	-	-	-	-	-	-
List sub-class										
Biological assets		-	-	-	-	-	-	-	-	-
List sub-class										
Intangibles		-	-	-	-	-	-	-	-	-
Computers - software & programming										
Other (list sub-class)										
Total Capital Expenditure on renewal of existing assets	1	-	-	-	10 400	7 322	7 322	15 467	-	-

[illegible]

## KZN227 Richmond - Supporting Table SA34d Consolidated Depreciation by asset class

[illegible]



**KZN227 Richmond - Supporting Table SA35 Consolidated future financial implications of the capital budget**

Vote Description	Ref	2016/17 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Present value
<b>R thousand</b>								
<b>Capital expenditure</b>	<b>1</b>							
Vote 1 - Executive & Council		25	—	—				
Vote 2 - Finance & Admin		404	—	—				
Vote 3 - Planning & Development		2 155	—	—				
Vote 4 - Community & Social Services		440	—	—				
Vote 5 - Community & Social Services		—	—	—				
Vote 6 - Public Safety		380	—	—				
Vote 7 - Sport & Recreation		15 090	2 387	5 620				
Vote 8 - Waste Management		—	—	—				
Vote 9 - Roads		17 826	15 463	13 044				
Vote 10 - [NAME OF VOTE 10]		—	—	—				
Vote 11 - [NAME OF VOTE 11]		—	—	—				
Vote 12 - [NAME OF VOTE 12]		—	—	—				
Vote 13 - [NAME OF VOTE 13]		—	—	—				
Vote 14 - [NAME OF VOTE 14]		—	—	—				
Vote 15 - [NAME OF VOTE 15]		—	—	—				
<i>List entity summary if applicable</i>								
<b>Total Capital Expenditure</b>		<b>36 320</b>	<b>17 850</b>	<b>18 664</b>	—	—	—	—
<b>Future operational costs by vote</b>	<b>2</b>							
Vote 1 - Executive & Council		10 746	11 390	12 074				
Vote 2 - Finance & Admin		29 544	25 470	27 004				
Vote 3 - Planning & Development		20 955	21 165	21 761				
Vote 4 - Community & Social Services		11 535	12 227	12 961				
Vote 5 - Community & Social Services		—	—	—				
Vote 6 - Public Safety		7 413	7 857	8 329				
Vote 7 - Sport & Recreation		2 335	2 475	2 623				
Vote 8 - Waste Management		3 929	4 164	4 415				
Vote 9 - Roads		11 760	12 466	13 214				
Vote 10 - [NAME OF VOTE 10]		—	—	—				
Vote 11 - [NAME OF VOTE 11]		—	—	—				
Vote 12 - [NAME OF VOTE 12]		—	—	—				
Vote 13 - [NAME OF VOTE 13]		—	—	—				
Vote 14 - [NAME OF VOTE 14]		—	—	—				
Vote 15 - [NAME OF VOTE 15]		—	—	—				
<i>List entity summary if applicable</i>								
<b>Total future operational costs</b>		<b>98 215</b>	<b>97 214</b>	<b>102 380</b>	—	—	—	—
<b>Future revenue by source</b>	<b>3</b>							
Property rates		11 500	12 190	12 921				
Property rates - penalties & collection charges		750	750	795				
Service charges - electricity revenue		—	—	—				
Service charges - water revenue		—	—	—				
Service charges - sanitation revenue		—	—	—				
Service charges - refuse revenue		450	447	444				
Service charges - other		—	—	—				
Rental of facilities and equipment		734	734	750				
Interest earned - external investments		4 050	1 741	1 844				
Interest earned - outstanding debtors		75	75	80				
Fines		102	102	108				
Licences and permits		831	831	880				
Agency services		516	517	547				
Transfers recognised - operational		70 224	76 391	80 549				
Other revenue		374	603	636				
<i>List entity summary if applicable</i>								
<b>Total future revenue</b>		<b>89 606</b>	<b>94 381</b>	<b>99 554</b>	—	—	—	—
<b>Net Financial Implications</b>		<b>44 930</b>	<b>20 684</b>	<b>21 490</b>	—	—	—	—

**References**

1. Summarise the total capital cost until capital project is operational (MFMA s19(2)(a))
2. Summary of future operational costs from when projects operational (present value until the end of each asset's useful life) (MFMA s19(2)(b))
3. Summarise the future revenue from when projects are operational, including municipal tax and tariff implications, (present value until the end of asset's useful life)

KZN27 Richmond - Supporting Table SA36 Consolidated detailed capital budget

Municipal Vote/Capital project	Ref	Program/Project description	Project number	IPF Code	Individually approved (threshold)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project Information	
										Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Municipal Vote/Capital project	4	Parent municipality: Let all capital projects grouped by Municipal Vote														
		Vote 1 - Executive & Council														
		Vote 2 - Finance & Admin														
		1. Local Communications	1		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	15			15			AI	New
		2. Facilities (Personnel officer)	2		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	16			16			AI	New
		3. Shelving	3		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	100			100			AI	New
		4. Office furniture	4		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	30			30			AI	New
		5. Local shops	5		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	30			30			AI	New
		6. Local shops	6		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	24			24			AI	New
		7. Blank for IT Office	7		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	6			6			AI	New
		8. LCV Building Maintenance	8		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	160			160			AI	New
		9. Office furniture	9		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	23			23			AI	New
		10. Local Maintenance recorder	10		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	6			6			AI	New
		11. Small tools	11		No	Other	Plant & equipment	29 52 16 0530 1619 1E	5			5			AI	New
		12. Library book tagging machine	12		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	125			125			AI	New
		13. Safety Specialised Fencing	13		No	Community	Sportswear & kit	29 52 16 0530 1619 1E	300			300			Ward 2	Renewal
		14. Laptop Housing officer	14		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	15			15			AI	New
		15. Firearms - 3mm pistol x 3	15		No	Other	Security and policing	29 52 16 0530 1619 1E	45			45			AI	New
		16. 7 x Bullet proof vests	16		No	Other	Security and policing	29 52 16 0530 1619 1E	50			50			AI	New
		17. Security vehicle	17		No	Other	Security and policing	29 52 16 0530 1619 1E	285			285			AI	New
		18. Small business incubation centre	18		No	Other Assets	Other Buildings	29 52 16 0530 1619 1E	2 000			2 000			AI	Renewal
		19. Informal Traders units	19		No	Other Assets	Other Buildings	29 52 16 0530 1619 1E	160			160			AI	New
		20. Recorder	20		No	Other Assets	Furniture and other office equipment	29 52 16 0530 1619 1E	5			5			AI	New
		21. Furniture	21		No	Other Assets	Furniture and other office equipment	29 52 16 0530 1619 1E	26			26			AI	New
		22. Desktop computer PMU	22		No	Other	Computers, hardware equipment	29 52 16 0530 1619 1E	15			15			AI	New
		23. Office Furniture PMU	23		No	Other	Furniture and other office equipment	29 52 16 0530 1619 1E	15			15			AI	New
		24. Safety Access road	24		No	Other Assets	Roads	29 52 16 0530 1619 1E	240			240			AI	New
		25. Resurfacing of residential roads Ward	25		No	Infrastructure - road transport	Roads	29 52 16 0530 1619 1E	6 000			6 000			AI	Renewal
		26. Construction of School x 5. Bambatha to n	26		No	Infrastructure - road transport	Roads	29 52 16 0530 1619 1E	2 850			2 850			AI	New
		27. Tarring of internal roads Ward 4	27		No	Infrastructure - road transport	Roads	29 52 16 0530 1619 1E	2 500			2 500			AI	Renewal
		28. Construction of Umlazi Road	28		No	Infrastructure - road transport	Roads	29 52 16 0530 1619 1E	4 900			4 900			AI	Renewal
		29. Asphalting of Smoosomani main road	29		No	Infrastructure - road transport	Roads	29 52 16 0530 1619 1E	3 400			3 400			AI	Renewal
		30. 4 x Tipper trucks	30		No	Infrastructure - road transport	General vehicles	29 52 16 0530 1619 1E	1 800			1 800			AI	New
		31. Construction of Kwabakwazi sportsfield	31		No	Community	Sportswear & kit	29 52 16 0530 1619 1E	6 880			6 880			AI	New
		32. Reclimbed Multi Purpose Sports Centre	32		No	Community	Sportswear & kit	29 52 16 0530 1619 1E	10 500			10 500			AI	New
		33. 10 x Trusslifters	33		No	Community	Plant & equipment	29 52 16 0530 1619 1E	65			65			AI	New
		34. Extended Trimming chain saw	34		No	Community	Plant & equipment	29 52 16 0530 1619 1E	15			15			AI	New
		35. Laptop / Technician	35		No	Community	Computers, hardware equipment	29 52 16 0530 1619 1E	5 620			5 620			AI	New
		36. 3X2 Sports facility	36		No	Community	Sportswear & kit	29 52 16 0530 1619 1E	18 664			18 664			AI	New
Parent Capital expenditure	1											35 320	17 850	18 664		
		Entities: Let all capital projects grouped by Entity														
		Entity A Water project A														
Entity B Electricity project B																
Entity Capital expenditure																
Total Capital expenditure																
1. Must reconcile with Budgeted Capital Expenditure																
2. As per Table SA6																
3. As per Table SA4																
4. Projects that fall above the threshold values are applicable to the municipality as identified in regulation 13 of the Municipal Budget and Reporting Regulations must be listed individually. Other projects by programme by Vote																
5. Correct to seconds. Provide a logical starting point on networked infrastructure																
6. Distinguish projects approved in terms of MFMA section 19(1)(b) and MFRR Regulation 13																

KZN227 Richmond - Supporting Table SA37 Consolidated projects delayed from previous financial year/s

Municipal Vote/Capital project R thousand	Ref. 1,2	Project name	Project number	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 4	Previous target year to complete		Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
							Year	Year	Original Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Parent municipality: List all capital projects grouped by Municipal Vote				Examples	Examples								
N/A													
Entities: List all capital projects grouped by Municipal Entity													
Entity Name Project name													

- References
1. List all projects with planned completion dates in current year that have been re-budgeted in the MTREF
  2. Refer MFMA s30
  3. As per Table SA34
  4. Correct to seconds. Provide a logical starting point on networked infrastructure.

## Part 2 – Supporting Documentation

### 2.1 Overview of the annual budget process

Section 53 of the MFMA requires the Mayor of the municipality to provide general political guidance in the budget process and the setting of priorities that must guide the preparation of the budget. In addition Chapter 2 of the Municipal Budget and Reporting Regulations states that the Mayor of the municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the Act.

The Budget Steering Committee consists of the Mayor, Members of the Executive Committee, Municipal Manager and senior officials of the municipality. The primary aim of the Budget Steering Committee is to ensure:-

-that the process followed to compile the budget complies with legislation and good budget practices;

-that there is proper alignment between the policy and service delivery priorities set out in the municipality's IDP and the budget, taking into account the need to protect the financial sustainability of municipality;

-that the municipality's revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and

-that the various spending priorities of the different municipal departments are properly evaluated and prioritised in the allocation of resources.

#### 2.1.1 Budget Process Overview

In terms of section 21 of the MFMA the Mayor is required to table in Council ten months before the start of the new financial year (i.e. in August 2015) a time schedule that sets out the process to revise the IDP and prepare the budget.

The Mayor tabled in Council the required budget time schedule on 31 August 2015.

Key dates applicable to the process were:-

- **August 2015** : Adoption of Budget and IDP Schedule of Key deadlines;
- **September 2015** : Engagement with Sector Departments on sector specific programmes ;
- **October 2015** : S52(d) Mayoral report on the implementation of the 2015/2016 budget and SDBIP;
- **November and December 2015**: Review of IDP strategies to ensure relevance;
- **January 2016** : First community consultative process, tabling of annual report 2014/2015 and Mid-Year review of Budget and SDBIP 2015/2016;
- **February 2016** : Adoption of adjustment budget 2015/2016 and Budget steering meeting to discuss input for first draft Budget 2016/2017;
- **March 2016** : Oversight report on the annual report, First draft budget to Budget steering committee, Exco and table to Council to seek approval before community participation;
- **April 2016** : Community Participation / Budget Izimbizos
- **May 2016** : Adoption of final budget 2016/2017;
- **June 2016** : Mayor to Sign SDBIP and submission of Budget / IDP and SDBIP to relevant structures and departments.

### **2.1.2 IDP and Service Delivery and Budget Implementation Plan**

This is the fifth review of the IDP as adopted by Council in 2006/07. It started in August 2015 after the tabling of the IDP Process Plan and the Budget Time Schedule for the 2016/17 MTREF.

The municipality's IDP is its principal strategic planning instrument, which directly guides and informs its planning, budget, management and development actions. This framework is rolled out into objectives, key performance indicators and targets for implementation which directly inform the Service Delivery and Budget Implementation Plan.

The IDP has been taken into a business and financial planning process leading up to the 2016/17 MTREF, based on the approved 2015/16 MTREF, Mid-year Review and adjustments budget. The business planning process has subsequently been refined in the light of current economic circumstances and the resulting revenue projections. With the compilation of the 2016/17 MTREF, each department/function had to review the business planning process, including the setting of priorities and targets after reviewing the mid-year performance against the 2015/16 Departmental Service Delivery and Budget Implementation Plan. Business planning links back to priority needs and master planning, and essentially informed the detail operating budget appropriations and three-year capital programme.

### **2.1.3 Financial Modelling and Key Planning Drivers**

As part of the compilation of the 2016/17 MTREF, extensive financial modelling was undertaken to ensure affordability and long-term financial sustainability. The following key factors and planning strategies have informed the compilation of the 2016/17 MTREF:

- Policy priorities and strategic objectives
- Asset maintenance
- Economic climate and trends (i.e inflation, household debt, migration patterns)
- Performance trends
- The approved 2016/17 adjustments budget and performance against the SDBIP
- Cash Flow Management Strategy
- Debtor payment levels
- The need for tariff increases versus the ability of the community to pay for services;
- Improved and sustainable service delivery
- The FMCMM assessment as tabled at council

In addition to the above, the strategic guidance given in National Treasury' MFMA Circulars 66 ,67, 70 72,74,75, 78 & 79 has been taken into consideration in the planning and prioritisation process.

### **2.1.4 Community Consultation**

Once the draft budget was approved by council the following community consultation process took place:-



- The draft 2016/17 MTREF was published on the municipality's website;
- Hard copies were made available at all municipal offices and libraries;
- Notices were placed on municipal notice boards and various libraries;
- In addition the budget was taken out to all wards by the process of Budget and IDP Imbizo's. The applicable dates and venues were published in two local newspapers and were scheduled as follows:

<u>Ward</u>	<u>Proposed Date</u>	<u>Venue</u>	<u>Time</u>
<b>1</b>	<b>19/04/2016</b>	<b>Agricultural Hall</b>	<b>17H00</b>
<b>2</b>	<b>13/04/2016</b>	<b>Slahla Hall</b>	<b>10H00</b>
<b>3</b>	<b>12/04/2016</b>	<b>Hopewell Primary School</b>	<b>16H30</b>
<b>4</b>	<b>13/04/2016</b>	<b>Argossy Hall</b>	<b>14H00</b>
<b>5</b>	<b>17/04/2016</b>	<b>Inhlazuka Thusong Centre</b>	<b>10H00</b>
<b>6</b>	<b>15/04/2016</b>	<b>Smozomeni Hall</b>	<b>10H00</b>
<b>7</b>	<b>13/04/2016</b>	<b>Indala School Hall</b>	<b>09H00</b>

- No written communication or input was received;
- All minutes and attendance registers for budget imbizo's are available in the working papers files.

All documents in the appropriate format (electronic and printed) will be provided to National Treasury and Provincial Treasury in accordance with section 23 of the MFMA, to provide an opportunity for them to make inputs.

## **2.2 Overview of alignment of annual budget with IDP**

The Constitution mandates local government with the responsibility to exercise local developmental and cooperative governance. The eradication of imbalances in South African society can only be realized through a credible integrated developmental planning process. Municipalities in South Africa need to utilise integrated development planning as a method to plan future development in their areas and so find the best solutions to achieve sound long-term development goals. A municipal IDP provides a five year strategic programme of action aimed at setting short, medium and long term strategic and budget priorities to create a development platform, which correlates with the term of office of the political incumbents. The plan aligns the resources and the capacity of a municipality to its overall development aims and guides the municipal budget. An IDP is therefore a key instrument which municipalities use to provide vision, leadership and direction to all those that have a role to play in the development of a municipal area. The IDP enables municipalities to make the best use of scarce resources and speed up service delivery.

Integrated developmental planning in the South African context is amongst others, an approach to planning aimed at involving the municipality and the community to jointly find the best solutions towards sustainable development. Furthermore, integrated development

planning provides a strategic environment for managing and guiding all planning, development and decision making in the municipality.

It is important that the IDP developed by municipalities correlate with National and Provincial intent. It must aim to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in that area. Applied to the municipality, issues of national and provincial importance should be reflected in the IDP of the municipality. A clear understanding of such intent is therefore imperative to ensure that the municipality strategically complies with the key national and provincial priorities.

The aim of this revision cycle was to develop and coordinate a coherent plan to improve the quality of life for all the people living in the area, also reflecting issues of national and provincial importance. One of the key objectives is therefore to ensure that there exists alignment between national and provincial priorities, policies and strategies and the municipality's response to these requirements.

The national and provincial priorities, policies and strategies of importance include amongst others:

- Green Paper on National Strategic Planning of 2009;
- Government Programme of Action;
- Development Facilitation Act of 1995;
- Provincial Growth and Development Strategy (GGDS);
- National and Provincial spatial development perspectives;
- Relevant sector plans such as transportation, legislation and policy;
- National Key Performance Indicators (NKPis);
- Accelerated and Shared Growth Initiative (ASGISA);
- National 2014 Vision;
- National Spatial Development Perspective (NSDP) and
- The National Priority Outcomes.

The Constitution requires local government to relate its management, budgeting and planning functions to its objectives. This gives a clear indication of the intended purposes of municipal integrated development planning. Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

### **2.3 Measurable performance objectives and indicators**

Performance Management is a system intended to manage and monitor service delivery progress against the identified strategic objectives and priorities. In accordance with legislative requirements and good business practices as informed by the National Framework for Managing Programme Performance Information, the municipality has developed and implemented a performance management system of which system is constantly refined as the integrated planning process unfolds. The Municipality targets, monitors, assess and reviews organisational performance which in turn is directly linked to individual employee's performance.

At any given time within government, information from multiple years is being considered; plans and budgets for next year; implementation for the current year; and reporting on last year's performance. Although performance information is reported publicly during the last stage, the performance information process begins when policies are being developed, and continues through each of the planning, budgeting, implementation and reporting stages.

The planning, budgeting and reporting cycle can be graphically illustrated as follows:





**Planning, budgeting and reporting cycle**

### 2.3.1 Performance indicators and benchmarks

#### 2.3.1.1 Liquidity

- Current ratio is a measure of the current assets divided by the current liabilities and as a benchmark the municipality has set a limit of 1, hence at no point in time should this ratio be less than 1. Going forward it will be necessary to maintain these levels.
- The liquidity ratio is a measure of the ability of the municipality to utilize cash and cash equivalents to extinguish or retire its current liabilities immediately. Ideally the municipality should have the equivalent cash and cash equivalents on hand to meet at least the current liabilities, which should translate into a liquidity ratio of 1. Anything below 1 indicates a shortage in cash to meet creditor obligations.

#### 2.3.1.2 Revenue Management

- As part of the financial sustainability strategy, the debt collection and credit control policy has been implemented to increase cash inflow, not only from current billings but also from debtors that are in arrears in excess of 90 days.

#### 2.3.1.3 Creditors Management

- The municipality has managed to ensure that creditors are settled within the legislated 30 days of invoice. The municipality has managed to ensure a 100 per cent compliance rate to this legislative obligation. This has had a favourable impact on suppliers' perceptions of risk

of doing business with the municipality, which is expected to benefit the municipality in the form of more competitive pricing of tenders, as suppliers compete for the municipality's business.

### 2.3.2 Free Basic Services: basic social services package for indigent households

In terms of the municipality's Indigent and Free Basic Services Policy registered households are entitled to 50kwh of electricity and free waste removal equivalent to once a week as well as a rebate on their property rates.

## 2.4 Overview of budget related-policies

The municipality's budgeting process is guided and governed by relevant legislation, frameworks, strategies and related policies.

All policies as listed hereunder, are available on the municipality's website.

**The Following policies have been amended for the 2016/2017 financial year ( copies attached):-**

NO.	POLICY	DEPT.	AVAILABILITY	ADOPTION DATE
2.4.1	Debt Collection and Credit Control Policy	Budget & Treasury Office	Y	14/12/2010
2.4.2	Property Rates Act Policy	Budget & Treasury Office	Y	31/05/2016
2.4.3	Revenue enhancement Policy	Budget & Treasury Office	Y	14/12/2010
2.4.4	Petty Cash Policy	Budget & Treasury Office	Y	29/04/2011
2.4.5	Borrowing Policy	Budget & Treasury Office	Y	14/12/2010
2.4.6	Long Term Financial Plan Policy	Budget & Treasury Office	Y	29/04/2011
2.4.7	Supply Chain Management policy	Budget & Treasury Office	Y	31/05/2016
2.4.8	Asset management policy	Budget & Treasury Office	Y	14/12/2010
2.4.9	Indigent policy and Free Basic Services Policy	Budget & Treasury Office	Y	14/12/2010
2.4.10	Cash Management and Investment Policy	Budget & Treasury Office	Y	14/12/2010
2.4.11	Budget Policy	Budget & Treasury Office	Y	14/12/2010

2.4.12	Infrastructure and Capital Investment policy	Budget & Treasury Office	Y		14/12/2010
2.4.13	Funds and Reserves Policy	Budget & Treasury Office	Y		14/12/2010
2.4.14	Tariff Policy(including Property Rates Tariff, Refuse Removal / Solid Waste Tariff)	Budget & Treasury Office	Y		14/12/2010
2.4.15	Virement Policy	Budget & Treasury Office	Y		14/12/2010
2.4.16	Budget Implementation and Management Policy	Budget & Treasury Office			

### 2.4.2 Property rates Act Policy

The property Rates Act Policy has been amended in accordance with applicable legislation and comments as received from National COGTA. Whilst the policy is credible, sustainable and manageable there has been a need to review certain components to achieve a higher customer satisfaction and to take cognisance of community input.

### 2.4.7 Supply Chain Management Policy

The SCM policy has been reviewed to incorporate the central supplier's database as proposed and to be implemented by National treasury as well as the SCM Procedure manual and SCM Delegations.

## 2.5 Overview of budget assumptions

### 2.5.1 External factors

Owing to the economic slowdown, there are reduced payment levels by consumers. This is being addressed by the implementation of the debt collection and credit control policy. The MTBPS highlights that South Africa's economic performance has deteriorated over the past several years. Gross Domestic Product (GDP) growth of 1.4 per cent is estimated in 2016/2017, down from 3.6 per cent in 2011.

### 2.5.2 General inflation outlook and its impact on the municipal activities

The following factors have been taken into consideration in the compilation of the 2016/17 MTREF

- National Government macro economic targets';
- The general inflationary outlook;
- The increase in the cost of remuneration;
- The increase in the cost of services by service providers;
- Annual increases in contracted services;
- Building the capacity of local government through the **"Back to Basics"** which will focus on improving service delivery

### 2.5.3 Headline inflation forecasts

As per the MFMA circular 79, municipalities were requested to take the following macro-economic forecasts into consideration when preparing the 2016/2017 budgets and MTREF:-

<b>Fiscal Year</b>	<b>2014/15 Actual</b>	<b>2015/16 Estimate</b>	<b>2016/17</b>	<b>2017/18 Forecast</b>	<b>2018/19</b>
CPI Inflation	5.6%	5.4%	6.6%	6.2%	5.9%
Real GDP growth	1.6%	0.9%	1.2%	1.9%	2.5%

### 2.5.4 Collection rate for revenue services

The base assumption is that tariff and rating increases will increase by 6 per cent respectively. It is also assumed that the current economic conditions, volatile due to the upcoming local government elections, will continue for the forecaster term.

The rate of revenue collection is currently expressed as a percentage (90 per cent) of annual billings. There should also be an increased collection of arrear debt from the appointment of new debt collectors. The performance of arrear collections will however only be considered a source of additional cash in-flow once the performance has been carefully monitored.

### 2.5.5 Salary increases

The South African Local Government Bargaining Council recently entered into a three-year Salary and Wage Collective agreement for the period 01 July 2015 to 30 June 2018. The agreement reached is as follows:-

***“ Subject to clause 6.3, in respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2016, an increase based on the average CPI percentage for the period 1 February 2015 until 31 January 2016, plus one per cent.***

***In the event that the average CPI percentage for the period as contemplated in clause 6.2 above is less than 5 per cent, the average CPI for this period will be deemed to be 5 per cent, and in the event that the average CPI for this period is above 10 per cent, the average CPI will be deemed to be 10 per cent. “***

### 2.5.6 Remuneration of Councillors

The municipality has considered the gazette on the Remuneration of Public Office bearers Act: Determination of Upper limits of Salaries, allowances and Benefits of different members of municipal council for the 2015/2016 financial year.

During 2015/2016 the municipal council had not had an elected speaker in office. The 2016/2017 budget includes the election of a speaker as the local government elections is expected to be concluded during the year.

### 2.5.7 Ability of the municipality to deliver and spend on the programmes

It is estimated that a spending rate of 100 per cent is achieved on operating and capital expenditure for the 2016/2017 MTREF of which performance has been factored into the cash flow budget.

## 2.5.8 Service Level standards

Service level standards have been formulated and are annexed hereto.

## 2.6 Overview of budget funding

For the medium-term, the funding strategy has been informed directly by ensuring financial sustainability and continuity.

Description	MFMA section	Current Year 2015/2016	2016/2017 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK		
		Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year + 2018/19
<b>Funding measures</b>	-				
Cash/cash equivalents at the year beg - R'000	18(1)b	57 900	59 061	70 171	79 686
Cash + investments at the yr end less applications - R'000	18(1)b	43 189	52 467	37 755	37 368
Cash year end/monthly employee/supplier payments	18(1)b	10,7	10,3	11,9	12,8
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	23 759	24 621	15 069	15 896
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	2,3%	2,1%	(0,6%)	(0,2%)
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	69,5%	110,6%	91,0%	90,9%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	13,9%	7,5%	7,5%	7,5%
Capital payments % of capital expenditure	18(1)c;19	54,3%	100,0%	100,0%	100,0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	18(1)a		0,0%	0,0%	0,0%
Current consumer debtors % change - incr(decr)	18(1)a	0,0%	48,6%	0,7%	1,0%
Long term receivables % change - incr(decr)	18(1)a	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	20(1)(vi)	3,9%	3,6%	3,5%	3,4%
Asset renewal % of capital budget	20(1)(vi)	15,4%	42,6%	0,0%	0,0%

**Cash and Cash Equivalents:** The municipality's cash position was discussed as part of the cash flow statement. A positive cash position, for each of the MTREF would generally be a minimum requirement, subject to the planned application of these funds such as cash backing of reserves and working capital requirements.

The forecasted Cash and Cash Equivalents for the 2016/2017 financial year shows R59 million rand.

The municipality has budgeted to receive an amount of R11 million rand for Property rates penalties and collection charges in the 2016/17 budget year. The historic trend reflects that the rates collection rate is between 87 per cent and 90 per cent. The municipality has implemented debt collection strategies and we are therefore confident the collection rate will improve to 90%.

The refuse average collection rate is between 75 per cent and 80 per cent. The municipality has again improved debt collection strategies and has therefore considered a collection rate of 80 per cent for the 2016/17 budget year.

The municipality has budgeted R85 million rand for Suppliers and employees which is calculated as follows:-



Employee Related costs	: R 40 310
Less : Non- cash Items	
- Long service awards	:( R 400)
- PRMB	:(R 1 000)
- Leave	:(R 900)
	R 38 010
Remuneration of councillors	R 4 642
Contracted services	R 8 527
Other Expenditure	R 33 825

**Cash plus investments less application of funds:** The purpose of this measure is to understand how the municipality has applied the available cash and investments as identified in the budgeted cash flow statement.

### Cash Flow from financing activities

The municipality has budgeted for repayment of the finance lease as calculated from the amortisation schedule.

#### 2.6.1 Medium-term outlook: operating revenue

The following table is a break-down of the operating revenue over the medium-term:-

Description R thousands	2016/17 Medium Term Revenue & Expenditure Framework					
	Budget Year 2016/17	%	Budget Year +1 2017/18	%	Budget Year +2 2018/19	%
Property rates	11 500 000	13%	12 190 000	13%	12 921 400	13%
Service charges	750 000	1%	477 000	1%	505 620	1%
Investment revenue	4 050 000	5%	2 650 000	3%	2 809 000	3%
Transfers recognised - operational	70 223 950	78%	75 796 504	80%	79 855 856	80%
Other own revenue	3 131 830	3%	3 319 740	4%	3 518 924	4%
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>89 655 780</b>		<b>94 433 244</b>		<b>99 610 800</b>	
<b>Total Operating Expenditure</b>	<b>98 215 275</b>		<b>97 214 879</b>		<b>102 379 774</b>	
<b>Surplus / (Deficit)</b>	<b>-8 559 495</b>		<b>-2 781 636</b>		<b>-2 768 974</b>	

Tariff setting plays a major role in ensuring desired levels of revenue. Getting tariffs right assists in the compilation of a credible and funded budget. The municipality derives most of its income from grants and property rates.

The revenue strategy is a function of key components such:

- Growth in the Municipalities economic development;
- Revenue management and enhancement;
- Achievement of a 90% annual collection rate;
- National Treasury guidelines;
- Achievement of a full cost recovery on service charges;
- The Property rates policy in terms of the Municipal Property Rates Act, 2004; and
- The ability to extend services and obtain cost recovery



For the medium term, the funding strategy has been informed directly by ensuring financial sustainability and continuity.

## 2.6.2 Medium term outlook: capital revenue

The following table is a breakdown of the funding composition of the 2016/2017 MTREF capital programme:

<b><u>Funded By</u></b>	<b><u>Budget year 2015/2016</u></b>	<b><u>%</u></b>	<b><u>Budget year +1 2016/2017</u></b>	<b><u>%</u></b>
National Government	22 592 000	47	31 056 000	86
Provincial Government	0		2 000 000	6
Internally generated Funds	25 054 000	53	3 264 000	8
<b>TOTAL CAPITAL FUNDING</b>	<b>47 646 000</b>	<b>100</b>	<b>36 320 000</b>	<b>100</b>

Capital grants and receipts equates to 92 per cent of the total funding source which represents R 33 million for the 2016/2017 financial year.

## 2.6.3 Cash Flow Management

Cash flow management and forecasting is a critical step in determining if the budget is funded over the medium-term. The table below is consistent with international standards of good financial management practice and also improves understand ability for councillors and management.

Description	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
	Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>R thousand</b>					
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>					
<b>Receipts</b>					
Property rates, penalties & collection charges	9 360	9 360	11 025	11 646	12 345
Service charges	405	405	360	358	355
Other revenue	4 345	4 345	5 572	2 786	2 905
Government - operating	69 606	69 606	70 224	76 391	80 549
Government - capital	17 376	17 376	33 181	17 850	18 664
Interest	2 500	2 500	3 153	4 110	1 801
<b>Payments</b>					
Suppliers and employees	(79 893)	(79 893)	(85 003)	(83 009)	(87 195)
Finance charges	(175)	(175)	(440)	(466)	(494)
Transfers and Grants			(550)	(666)	(710)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>	<b>23 524</b>	<b>23 524</b>	<b>37 522</b>	<b>29 001</b>	<b>28 220</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
<b>Receipts</b>					
Proceeds on disposal of PPE			-	-	-
Decrease (Increase) in non-current debtors			-	-	-
Decrease (increase) other non-current receivables			-	-	-
Decrease (increase) in non-current investments	13 164	13 164	-	-	-

<b>Payments</b>					
Capital assets	(25 851)	(25 851)	(36 320)	(17 850)	(18 664)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>	<b>(12 687)</b>	<b>(12 687)</b>	<b>(36 320)</b>	<b>(17 850)</b>	<b>(18 664)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
<b>Receipts</b>					
Short term loans			-	-	-
Borrowing long term/refinancing			-	-	-
Increase (decrease) in consumer deposits			-	-	-
<b>Payments</b>					
Repayment of borrowing			(41)	(41)	(41)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>	<b>-</b>	<b>-</b>	<b>(41)</b>	<b>(41)</b>	<b>(41)</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>	<b>10 837</b>	<b>10 837</b>	<b>1 161</b>	<b>11 110</b>	<b>9 515</b>
Cash/cash equivalents at the year begin:	31 162	47 063	57 900	59 061	70 171
Cash/cash equivalents at the year end:	41 999	57 900	59 061	70 171	79 686

## 2.6.4 Cash backed reserves/accumulated surplus reconciliation

Description R thousand	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
	Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b><u>Cash and investments available</u></b>					
Cash/cash equivalents at the year beg	41 999	57 900	59 061	70 171	79 686
Other current investments > 90 days	601	(15 300)	(0)	(24 571)	(34 086)
- Long-term receivables	-	-	-	-	-
<b>Cash and investments available:</b>	<b>42 600</b>	<b>42 600</b>	<b>59 061</b>	<b>45 600</b>	<b>45 600</b>
<b><u>Application of cash and investments</u></b>					
Trade and other creditors	-	-	4 878	4 878	4 878
Unspent borrowing	-	-	-	-	-
Statutory requirements					
Other working capital requirements	(1 114)	(589)	1 434	2 665	3 031
Other provisions					
Long term investments committed	-	-	-	-	-
Reserves to be backed by cash/investments			282	301	322
<b>Total Application of cash and investments:</b>	<b>(1 114)</b>	<b>(589)</b>	<b>6 594</b>	<b>7 845</b>	<b>8 232</b>
<b>Surplus(shortfall)</b>	<b>43 714</b>	<b>43 189</b>	<b>52 467</b>	<b>37 755</b>	<b>37 368</b>

From the above table it can be seen that the cash and investments available total R52,4 million.

The following is an application of this funding:-

- Unspent conditional grants are automatically assumed to be an obligation. The municipality is however budgeting to spend all unspent conditional grants;
- The reserves to be cash baked is the funds in respect to the Housing Development fund

**2.6.5 Funding Compliance Measurement**

Description	2012/2014	2013/2014	2014/2015	Current year 2015/2016		2016/2017 Medium Term Revenue and Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Budget Year 2016/2017	Budget year 2017/2018	Budget year 2018/2019
<b>Funding measures</b>								
Cash/cash equivalents at the year beg - R'000	37 731	43 415	45 674	31 162	47 063	59 061	70 171	79 686
Cash + investments at the yr end less applications - R'000	21 859	24 692	34 365	43 714	43 189	52 467	37 755	52 467
Cash year end/monthly employee/supplier payments	12,6	12,6	11,5	8,0	10,7	10,3	11,9	12,8
Surplus/(Deficit) excluding depreciation offsets: R'000	14 127	23 011	27 064	16 108	23 759	24 621	15 069	15 896
Service charge rev % change - macro CPIX target exclusive	N.A.	4,8%	3,0%	(12,7%)	2,3%	2,1%	(0,6%)	(0,2%)
Cash receipts % of Ratepayer & Other revenue	112,5%	76,2%	87,5%	87,0%	69,5%	110,6%	91,0%	90,9%
Debt impairment expense as a % of total billable revenue	43,4%	11,9%	16,9%	10,0%	13,9%	7,5%	7,5%	7,5%
Capital payments % of capital expenditure	100,0%	100,0%	100,0%	100,0%	54,3%	100,0%	100,0%	100,0%
Borrowing receipts % of capital expenditure (excl. transfers)	2,0%	0,0%	8,2%	0,0%	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations						0,0%	0,0%	0,0%
Current consumer debtors % change - incr(decr)	N.A.	1,5%	10,2%	(52,5%)	0,0%	48,6%	0,7%	1,0%
Long term receivables % change - incr(decr)	N.A.	(100,0%)	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	1,7%	2,1%	1,8%	2,5%	3,9%	3,6%	3,5%	3,4%
Asset renewal % of capital budget	0,0%	0,0%	0,0%	40,2%	15,4%	42,6%	0,0%	0,0%

National Treasury requires that the municipality assess its financial sustainability against fourteen different measures that look at various aspects of the financial health of the municipality. These measures are contained in the table above. All the information comes directly from the annual budgeted statements of financial performance, financial position and cash flows. The funding measurement table essentially measures the degree to which the proposed budget complies with the funding requirement of the MFMA.

**2.7 Expenditure on grants and reconciliations of unspent funds**

Description	Ref	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
		Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand						
EXPENDITURE:	1					
Operating expenditure of Transfers and Grants						

<b>Operating Transfers and Grants</b>	<b>68 579</b>	<b>68 414</b>	<b>69 360</b>	<b>75 459</b>	<b>79 570</b>
National Government:					
Local Government Equitable Share	54 162	54 162	55 625	60 619	64 690
Finance Management	1 800	1 800	1 825	1 900	1 900
Municipal Systems Improvement	670	656	–	–	–
EPWP Incentive	1 046	1 046	1 277	–	–
Integrated National Electrification Programme	10 000	10 000	9 000	12 000	12 000
<b>MIG - PMU</b>	<b>901</b>	<b>750</b>	<b>1 633</b>	<b>940</b>	<b>980</b>
	<b>1 027</b>	<b>2 473</b>	<b>894</b>	<b>932</b>	<b>979</b>
Provincial Government:					
Housing	–	1 356	–	–	–
Sport and Recreation	150	150	–	–	–
Provincialisation of Libraries	707	707	715	744	782
Community Library Services Grant	170	170	179	188	197
<b>Scholar patrol</b>	<b>–</b>	<b>90</b>	<b>–</b>	<b>–</b>	<b>–</b>
<b>Total operating expenditure of Transfers and Grants:</b>	<b>69 606</b>	<b>70 977</b>	<b>70 254</b>	<b>76 391</b>	<b>80 549</b>
<b>Capital expenditure of Transfers and Grants</b>					
<b>Capital Transfers and Grants</b>	<b>17 376</b>	<b>17 541</b>	<b>31 026</b>	<b>17 850</b>	<b>18 664</b>
National Government:	–	–	–	–	–
Municipal Infrastructure Grant (MIG)	17 116	17 267	31 026	17 850	18 664
msig	260	274	–	–	–
	–	–	–	–	–
Provincial Government:	–	5 000	2 000	–	–
<b>Small Town</b>	<b>–</b>	<b>5 000</b>	<b>2 000</b>	<b>–</b>	<b>–</b>
	–	–	–	–	–
<i>Other grant providers</i>					
<b>Total capital expenditure of Transfers and Grants</b>	<b>17 376</b>	<b>22 541</b>	<b>33 026</b>	<b>17 850</b>	<b>18 664</b>
<b>TOTAL EXPENDITURE OF TRANSFERS AND GRANTS</b>	<b>86 982</b>	<b>93 518</b>	<b>103 280</b>	<b>94 241</b>	<b>99 213</b>

The municipality commits to spending all grants received. Every attempt will be made to avoid an application for roll-overs.

## 2.8 Allocations on grants made by the municipality

Description	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
	Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand					



Total Non-Cash Grants To Organisations	-	-	-	-	-
<b>Cash Transfers to other Organs of State</b>					
<i>Eskom</i>	545	1 155	550	666	710
Total Non-Cash Grants To Groups Of Individuals:	545	1 155	550	666	710
TOTAL NON-CASH TRANSFERS AND GRANTS	545	1 155	550	666	710
TOTAL TRANSFERS AND GRANTS	545	1 155	550	666	710

Grants to individuals are in respect to Free Basic Electricity.

## 2.7 Councillor and employee benefits

Summary of Employee and Councillor remuneration	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
	Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	D	E	G	H	I
<b>Councillors (Political Office Bearers plus Other)</b>					
Basic Salaries and Wages	4 473	4 280	4 642	4 920	5 215
Pension and UIF Contributions					
Medical Aid Contributions					
Motor Vehicle Allowance					
Cellphone Allowance					
Housing Allowances					
Other benefits and allowances					
<b>Sub Total - Councillors</b>	<b>4 473</b>	<b>4 280</b>	<b>4 642</b>	<b>4 920</b>	<b>5 215</b>
<b>% increase</b>	<b>11,5%</b>	<b>(4,3%)</b>	<b>8,4%</b>	<b>6,0%</b>	<b>6,0%</b>
<b>Senior Managers of the Municipality</b>					
Basic Salaries and Wages	4 469	4 487	4 801	5 089	5 395
Pension and UIF Contributions					
Medical Aid Contributions					
Overtime					
Performance Bonus	626	386	672	713	755
Motor Vehicle Allowance	450	604	672	712	755
Cellphone Allowance					
Housing Allowances					
Other benefits and allowances					
Payments in lieu of leave					
Long service awards					
Post-retirement benefit obligations					

<b>Sub Total - Senior Managers of Municipality</b>	<b>5 545</b>	<b>5 477</b>	<b>6 146</b>	<b>6 514</b>	<b>6 905</b>
<b>% increase</b>	<b>44,3%</b>	<b>(1,2%)</b>	<b>12,2%</b>	<b>6,0%</b>	<b>6,0%</b>
<b><u>Other Municipal Staff</u></b>					
Basic Salaries and Wages	20 436	19 224	22 728	24 368	26 124
Pension and UIF Contributions	2 969	3 158	3 315	3 547	3 795
Medical Aid Contributions	1 637	1 463	1 540	1 648	1 764
Overtime	125	461	95	102	109
Performance Bonus	1 697	1 220	1 893	2 032	2 181
Motor Vehicle Allowance	832	914	840	906	976
Cellphone Allowance	243	242	269	288	308
Housing Allowances	43	53	50	54	58
Other benefits and allowances	910	1 151	1 133	1 213	1 297
Payments in lieu of leave	1 000	1 150	900	963	1 030
Long service awards	400	400	400	428	458
Post-retirement benefit obligations	1 300	1 300	1 000	1 070	1 145
<b>Sub Total - Other Municipal Staff</b>	<b>31 593</b>	<b>30 736</b>	<b>34 164</b>	<b>36 617</b>	<b>39 245</b>
<b>% increase</b>	<b>33,9%</b>	<b>(2,7%)</b>	<b>11,2%</b>	<b>7,2%</b>	<b>7,2%</b>
<b>Total Parent Municipality</b>	<b>41 611</b>	<b>40 493</b>	<b>44 951</b>	<b>48 051</b>	<b>51 366</b>
	<b>32,3%</b>	<b>(2,7%)</b>	<b>11,0%</b>	<b>6,9%</b>	<b>6,9%</b>
<b>TOTAL SALARY, ALLOWANCES &amp; BENEFITS</b>	<b>41 611</b>	<b>40 493</b>	<b>44 951</b>	<b>48 051</b>	<b>51 366</b>
<b>% increase</b>	<b>32,3%</b>	<b>(2,7%)</b>	<b>11,0%</b>	<b>6,9%</b>	<b>6,9%</b>
<b>TOTAL MANAGERS AND STAFF</b>	<b>37 138</b>	<b>36 213</b>	<b>40 310</b>	<b>43 131</b>	<b>46 150</b>

The increase in respect to staff is more than 7 per cent as per the collective agreement. This is due to the following:-

- The municipality has incorporated a 7% increase;
- The new budget has also considered an additional notch increase.



## **2.9 Monthly targets for revenue, expenditure and cash flow**

KZN227 Richmond - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
<b>Revenue By Source</b>																
Property rates		38	3 450	805	805	805	805	805	805	805	805	805	805	11 500	12 190	12 921
Property rates - penalties & collection charges		38	38	38	38	38	38	38	38	38	38	38	38	750	750	795
Service charges - electricity revenue																
Service charges - water revenue																
Service charges - sanitation revenue																
Service charges - refuse revenue			38	38	38	38	38	38	38	38	38	38	38	450	447	444
Service charges - other																
Rental of facilities and equipment		59	59	59	59	59	59	59	59	59	59	59	84	734	734	750
Interest earned - external investments		213	213	213	213	213	213	213	213	213	213	213	1 713	4 050	1 741	1 844
Interest earned - outstanding debtors		6	6	6	6	6	6	6	6	6	6	6	6	75	75	80
Dividends received																
Fines		9	9	9	9	9	9	9	9	9	9	9	9	102	102	108
Licences and permits		69	69	69	69	69	69	69	69	69	69	69	69	831	831	880
Agency services		43	43	43	43	43	43	43	43	43	43	43	43	516	517	547
Transfers recognised - operational		15 600	7 800			15 600	9 900		14 560	6 814			(0)	70 224	76 391	80 549
Other revenue		31	31	31	31	31	31	31	31	31	31	31	31	374	603	636
Gains on disposal of PPE																
<b>Total Revenue (excluding capital transfers and contribution)</b>		<b>16 105</b>	<b>11 755</b>	<b>1 310</b>	<b>1 310</b>	<b>16 960</b>	<b>11 110</b>	<b>1 310</b>	<b>15 870</b>	<b>8 124</b>	<b>1 310</b>	<b>1 310</b>	<b>3 129</b>	<b>89 606</b>	<b>94 381</b>	<b>99 554</b>
<b>Expenditure By Type</b>																
Employee related costs		3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 966	40 310	43 131	46 150
Remuneration of councillors		387	387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Debt impairment														950	1 007	1 067
Depreciation & asset impairment		744	744	744	744	744	744	744	744	744	744	744	738	8 923	9 554	10 222
Finance charges		37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases																
Other materials																
Contracted services		681	681	681	681	681	681	681	681	681	681	681	1 032	8 527	9 038	9 580
Transfers and grants		50	50	50	50	50	50	50	50	50	50	50		550	666	710
Other expenditure		2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	7 435	33 825	28 380	28 882
Loss on disposal of PPE																
<b>Total Expenditure</b>		<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>8 552</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>7 602</b>	<b>13 594</b>	<b>98 166</b>	<b>97 162</b>	<b>102 322</b>
<b>Surplus/(Deficit)</b>		<b>8 503</b>	<b>4 153</b>	<b>(6 292)</b>	<b>(6 292)</b>	<b>9 358</b>	<b>2 558</b>	<b>(6 292)</b>	<b>8 268</b>	<b>522</b>	<b>(6 292)</b>	<b>(6 292)</b>	<b>(10 465)</b>	<b>(8 560)</b>	<b>(2 781)</b>	<b>(2 768)</b>
Transfers recognised - capital		3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303		155	33 181	17 850	18 664
Contributions recognised - capital																
Contributed assets																
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>11 806</b>	<b>7 456</b>	<b>(2 989)</b>	<b>(2 989)</b>	<b>12 661</b>	<b>5 861</b>	<b>(2 989)</b>	<b>11 571</b>	<b>3 825</b>	<b>(2 989)</b>	<b>(6 292)</b>	<b>(10 310)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>
Taxation																
Attributable to minorities																
Share of surplus/ (deficit) of associate																
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>11 806</b>	<b>7 456</b>	<b>(2 989)</b>	<b>(2 989)</b>	<b>12 661</b>	<b>5 861</b>	<b>(2 989)</b>	<b>11 571</b>	<b>3 825</b>	<b>(2 989)</b>	<b>(6 292)</b>	<b>(10 310)</b>	<b>24 621</b>	<b>15 069</b>	<b>15 896</b>

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

## 2.10 Annual budgets and SDBIPs – internal departments

- As per Attached draft SDBIP. (Final SDBIP to be approved by the MAYOR)

## 2.11 Contracts having future budgetary implications

In terms of the Municipality's Supply Chain Management Policy, no contracts are awarded beyond the medium-term revenue and expenditure framework (three years - 36 months).

The municipality will have to consider the Financial Management System Contract on award under this section.

## 2.12 Capital expenditure details

	<u>DESCRIPTION</u>	<u>FUNDING</u>	<u>2016/2017</u>
<u>Municipal Manager</u>			
	Laptop (Communications)	RM	15 000,00
	Desktop (Planning officer)	RM	10 000,00
<u>LED</u>	Informal Trader units	RM	100 000,00
	Recorder	RM	5 000,00
	Furniture	RM	20 000,00
<u>Finance</u>			
	Shelving	RM	100 000,00
	Office Furniture (Desks )	RM	30 000,00
2	Desktops	RM	30 000,00
<u>Corporate</u>			
2	Desktop Computer - Senior Admin Clerk and Admin Oficer	RM	24 000,00
	Blinds for IT Office	RM	6 000,00
	LDV - Building Maintenance	RM	180 000,00
	Office Furniture	RM	23 000,00
	Digital Attendance recorder	RM	6 000,00
	Small Tools	RM	5 000,00

**Community**

Slahla Fencing ( 300 m) Phase 2 completion	RM	300 000,00
Laptop- Housing officer	RM	15 000,00
Firearms - 9mm Pistol x 3	RM	45 000,00
7 x Bullet proof vests	RM	50 000,00
Security vehicle	RM	285 000,00

**Technical**

<u>Gravel Road</u>		
2 x Tipper trucks	RM	1 800 000,00
<u>Grass cutting</u>		
10 x Brushcutter	RM	65 000,00
Extended Trimming chain saw	RM	10 000,00
1 x Laptop ( Technician)	RM	15 000,00

**TOTAL BASIC CAPITAL****3 139 000,00****DEPARTMENT DESCRIPTION****FUNDING 2016/2017****ADHOC****Community**

	Dept of Arts and Culture	
Library Book Tagging system		125 000,00
Small Business Incubation Centre	COGTA	2 000 000,00

**Mig funded projects**

Slahla Access Road	MIG	247 050,00
Resurfacing of residential Roads Ward 1	MIG	6 000 000,00

	Construction of Sidewalk - Bambatha to Ndabikona	MIG	2 859 000,00
	Tarring of internal roads - Ward 4	MIG	2 500 000,00
	Construction of KwaBulawayo Sportfield - Ward 5	MIG	4 500 000,00
	Construction of Uganda Road - Ward 7	MIG	3 420 000,00
	Asphalting of Smozomeni Main road - Ward 6	MIG	1 000 000,00
	Richmond Multi Purpose Sports Centre	MIG	10 500 000,0
<u>PMU</u>	Desktop computer x 1	MIG	15 000,00
	Office furniture	MIG	15 000,00

33 181 050,0
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36 320 050,0
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### 2.13 Legislation compliance status

Compliance with the MFMA implementation requirements have been substantially adhered to through the following activities:

#### 1. In year reporting

Reporting to National Treasury in electronic format was fully complied with on a monthly basis. Section 71 reporting to the Mayor (within 10 working days) is undertaken on a monthly basis.

#### 2. Internship programme

The municipality is participating in the Municipal Financial Management Internship programme and has employed five interns undergoing training in various divisions of the Budget and Treasury Office. Since the introduction of the Internship programme the municipality has successfully employed and trained 15 interns through this programme.

#### 3. Budget and Treasury Office

The Budget and Treasury Office has been established in accordance with the MFMA.

#### 4. Audit Committee

An Audit Committee has been established and is fully functional.

#### 5. Service Delivery and Implementation Plan

The detailed SDBIP document is at a draft stage and will be finalised after approval of the 2016/17 MTREF in April 2016 directly aligned and informed by the 2016/17 MTREF.

#### 6. Annual Report

Annual report is compiled in terms of the MFMA and National Treasury requirements.

#### 7. MFMA Training

The MFMA training module is available in electronic format.

#### 8. Policies

All financial policies are reviewed and adopted annually as part of the budget process.

### **2.14 Other supporting documents**

- As per Attached tables



**RICHMOND MUNICIPALITY**  
**2016/2017 Budget**

	Revised	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
REVENUE				
	-119 498 804,89	-122 836 830,00	-112 283 244,20	-118 274 800,65
EXPENDITURE				
	96 904 378,75	98 215 275,99	97 214 879,67	102 379 774,34
NET SURPLUS/DEFICIT	-22 594 426,14	-24 621 554,01	-15 068 364,53	-15 895 026,31
	28 787 321,69	33 181 050,00	17 850 000,00	18 664 000,00
MIG	17 267 000,00	31 056 050,00	17 850 000,00	18 664 000,00
MIG Prior Yr	2 679 641,35	-	-	-
Best Performing	853 000,00	-	-	-
Small Town	6 220 631,42	2 000 000,00	-	-
MSIG	274 400,00	-	-	-
Insurance	1 441 648,92	-	-	-
Sports and recreation	51 000,00	-	-	-
Library services	-	125 000,00	-	-
	6 192 895,55	8 559 495,99	2 781 635,47	2 768 973,69
Bridge Finance	-4 300 000,00			
	1 892 895,55	8 559 495,99	2 781 635,47	2 768 973,69

**RICHMOND MUN RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**COUNCIL**

Tn Fn Dp Sc ItemSub Description

1 10 10 10 3730000 ADDITIONAL COUNCILOR SUP PORT

1 10 10 10 5010000 SALARIES  
1 10 10 10 5011000 ANNUAL BONUS  
1 10 10 10 5040000 OVERTIME  
1 10 10 10 5060000 CELL PHONE ALLOWANCE  
1 10 10 10 5094000 PERFORMANCE INCENTIVE  
1 10 10 10 5095000 NON-PENSIONABLE ALLOWANCE  
1 10 10 10 5100000 PENSION  
1 10 10 10 5140000 /COUNCIL LEVY  
1 10 10 10 5150000 UIF  
1 10 10 10 5160000 SKILLS LEVY  
1 10 10 10 5260000 MAYOR  
1 10 10 10 5270000 CELLPHONE ALLOWANCE  
1 10 10 10 5271000 DATA CARDS  
1 10 10 10 5280000 DEPUTY MAYOR  
1 10 10 10 5290000 COUNCILORS  
1 10 10 10 5300000 SPEAKER OF COUNCIL  
1 10 10 10 5310000 MEMBER OF EXCO  
1 10 10 10 5510000 DEPRECIATION  
1 10 10 10 5670000 CHEV CAPTIVA- NK 5327  
1 10 10 10 6110000 INTEREST EXTERNAL LOANS  
1 10 10 10 6205000 CELL PHONE CONTRACTS  
1 10 10 10 6220000 HIRE PHOTOCOPIER  
1 10 10 10 6250000 LEASE OF VEHICLES  
1 10 10 10 6285000 TRACKER  
1 10 10 10 6310001 MAGMA: ARMED RESPONSE  
1 10 10 10 6590000 CATERING (MUNICIPAL FUNC  
1 10 10 10 6720005 FUEL & OIL-CHEV CAPTIVA NK 5327  
1 10 10 10 6955000 LICENCES VEHICLES  
1 10 10 10 7000000 LEVIES SALGA  
1 10 10 10 7050000 COUNCIL MARKETING  
1 10 10 10 7060000 POSTAGE  
1 10 10 10 7090000 PRINTING & STATIONERY  
1 10 10 10 7190000 SEMINARS & CONFERENCES  
1 10 10 10 7220000 SIYAFUNDA CAMPAIGN  
1 10 10 10 7230000 SUBSISTENCE/TRAVEL & ACCO  
1 10 10 10 7250000 SUBS (PERIOD & PAPERS)  
1 10 10 10 7320000 WARD COMMITTEES  
1 10 10 10 7431000 IMPAIRMENT LOSS

		BUDGET		BUDGET		BUDGET	
Revised 2015/2016		2016/2017		2017/2018		2018/2019	
-4 545 000,00	-2 659 000,00	-2 659 000,00	-2 789 000,00	-2 789 000,00	-2 926 000,00	-2 926 000,00	
-4 545 000,00	-2 659 000,00	-2 659 000,00	-2 789 000,00	-2 789 000,00	-2 926 000,00	-2 926 000,00	
449 380,00	495 161,88	529 823,21	566 910,84				
33 265,00	41 263,49	44 151,93	47 242,57				
5 000,00	5 000,00	5 350,00	5 724,50				
7 176,00	11 088,00	11 864,16	12 694,65				
4 240,00	5 000,00	5 350,00	5 724,50				
4 200,00	4 200,00	4 494,00	4 808,58				
10 560,00	33 050,00	35 363,50	37 838,95				
290,00	384,00	410,88	439,64				
5 185,00	5 530,00	5 917,10	6 331,30				
4 250,00	5 530,00	5 917,10	6 331,30				
758 818,00	803 500,00	851 710,00	902 812,60				
290 000,00	310 000,00	328 600,00	348 316,00				
51 000,00	62 500,00	66 250,00	70 225,00				
339 000,00	355 300,00	376 618,00	399 215,08				
2 515 000,00	2 421 900,00	2 567 214,00	2 721 246,84				
9 000,00	355 300,00	376 618,00	399 215,08				
317 126,00	333 100,00	353 086,00	374 271,16				
75 000,00	79 500,00	84 270,00	89 326,20				
40 000,00	42 400,00	44 944,00	47 640,64				
20 000,00	25 000,00	26 500,00	28 090,00				
17 000,00	24 000,00	26 550,00	29 228,00				
10 000,00	18 600,00	19 800,00	21 120,00				
250 000,00							
2 200,00	2 450,00	2 600,00	2 610,00				
2 200,00	2 310,00	2 541,00	2 564,00				
50 000,00	5 000,00	5 300,00	5 618,00				
60 000,00	63 600,00	67 416,00	71 460,96				
1 484,00	1 573,04	1 667,42	1 767,47				
500 000,00	500 000,00	530 000,00	561 800,00				
50 000,00	25 000,00	26 500,00	28 090,00				
1 000,00	1 000,00	1 060,00	1 123,60				
20 000,00	30 000,00	31 800,00	33 708,00				
50 000,00	50 000,00	53 000,00	56 180,00				
20 000,00	10 000,00	10 600,00	11 236,00				
360 000,00	250 000,00	265 000,00	280 900,00				
2 500,00	3 000,00	3 180,00	3 370,80				
500 400,00	500 000,00	530 000,00	561 800,00				
1 000,00							
6 836 274,00	6 881 240,41	7 301 466,31	7 746 982,25				

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**MUNICIPAL MANAG**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	10	20	5010000	SALARIES	1 470 640,00	1530050	1637154	1751754
1	10	10	20	5011000	ANNUAL BONUS	131 980,00	190500	203835	218103
1	10	10	20	5040000	OVERTIME	10 000,00	0	0	0
1	10	10	20	5050000	HOUSING	-	0	0	0
1	10	10	20	5060000	CELL PHONE ALLOWANCE	17 064,00	17100	18297	19578
1	10	10	20	5090000	TRAVELLING ALLOWANCE	210 400,00	240000	256800	274776
1	10	10	20	5094000	PERFORMANCE INCENTIVE	4 220,00	4190	4483	4797
1	10	10	20	5100000	PENSION	37 950,00	57100	61097	65374
1	10	10	20	5120000	MEDICAL AID	57 055,00	63110	67528	72255
1	10	10	20	5140000	I/COUNCIL LEVY	255,00	300	321	343
1	10	10	20	5150000	UIF	6 300,00	9000	9630	10304
1	10	10	20	5160000	SKILLS LEVY	14 700,00	9000	9630	10304
1	10	10	20	5510000	DEPRECIATION	60 000,00	63600	67416	71460,96
1	10	10	20	6110000	INTEREST EXTERNAL LOANS	20 000,00	25000	26500	28090
1	10	10	20	6205000	CELL PHONE CONTRACTS	31 000,00	36155	40490	45350
1	10	10	20	6220000	HIRE PHOTOCOPIER	15 000,00	31200	33000	35000
1	10	10	20	6245000	INTERNAL AUDIT	850 000,00	700000	742000	786520
1	10	10	20	6590000	SIGMA IT : WEB BASED PERFORMANCE SYSTEM	-	80000	0	0
1	10	10	20	6590000	CATERING (MUNICIPAL FUNC	47 100,00	5000	5300	5618
1	10	10	20	6905000	IDP; BUDGET AND STRATEGIC PLANNING	80 000,00	100000	106000	112360
1	10	10	20	6935000	LEGAL FEES	450 000,00	300000	318000	337080
1	10	10	20	7052000	MARKETING / COMMUNICATION (NEWSLETTER)	90 000,00	100000	106000	112360
1	10	10	20	7089000	PERFORMANCE MANAGEMENT E VALUATION COMMITTEE	-	150000	159000	168540
1	10	10	20	7090000	PRINTING & STATIONERY	25 000,00	20000	21200	22472
1	10	10	20	7120000	PROFESSIONAL SUBS	5 000,00	5000	5300	5618
1	10	10	20	7190000	SEMINARS & CONFERENCES	25 000,00	20000	21200	22472
1	10	10	20	7230000	SUBSISTENCE;TRAVEL &ACCO	172 900,00	100000	106000	112360
1	10	10	20	7250000	SUBS (PERIOD.&PAPERS)	8 000,00	8000	8480	8988,8
1	10	10	20	7431000	IMPAIRMENT LOSS	1 000,00	0	0	0
						3 840 564,00	3 864 305,00	4 034 660,50	4 301 878,48

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**RICHMOND MUNICIPALITY**  
2016/2017 TERS Draft Budget  
FINANCE

Tn	Fn	Op	Sc	ItemsSub	Description	Revised 2015/2016	BUDGET 2017/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	15	5	3010000	RATES & GENERAL	-16 000 000,00	-16 960 000,00	-17 977 600,00	
1	10	15	5	3180000	INTEREST & COLLECTION CH ARGES	-700 000,00	-710 000,00	-505 620,00	-795 000
1	10	15	5	3320000	RENT RICHMOND COUNTRY CLUB	-6 000,00	-6 000,00	-6 000,00	-842 700
1	10	15	5	3330000	RENT ERF 261/263	-252 000,00	-252 000,00	-252 000,00	
1	10	15	5	3380000	INTEREST INVESTMENTS	-3 000 000,00	-4 000 000,00	-2 809 000,00	-424 000
1	10	15	5	3381000	INTEREST - BANK ACCOUNT	-95 000,00	-50 000,00	-50 000,00	
1	10	15	5	3420000	INTEREST ON ACCOUNTS	-50 000,00	-50 000,00	-50 000,00	
1	10	15	5	3680000	INTERGOVERNMENTAL - EQUITABLE SHARE	-45 683 506,00	-56 166 250,00	-59 954 000,00	
1	10	15	5	3700000	FMS GRANT	-1 800 000,00	-1 825 000,00	-1 900 000,00	
1	10	15	5	4220000	INSURANCE CLAIMS	-1 441 648,92	-5 000,00	-5 300,00	-5 618,00
1	10	15	5	4230000	RATES CLEARANCE CERTIFICATE	-9 930,00	-75 000,00	-79 500,00	-84 270,00
1	10	15	5	4255000	REINBURSEMENT EXP. MASARHOX CLO CTR	-15 000,00	-10 000,00	-10 600,00	-11 236,00
1	10	15	5	4390000	COMMISSION PAYROLL DEDUCTION	-70 000,00	-30 000,00	-31 800,00	-33 700,00
1	10	15	5	4330000	VALUATION ROLL SALES	-43 461 884,92	-72 315 345,00	-78 648 450,00	-83 679 052,00
1	10	15	5	4340000	TENDER DEPOSITS				
1	10	15	5	5010000	SALARIES	2 924 890,00	3 148 400,00	3 582 788,00	3 833 583,16
1	10	15	5	5011000	ANNUAL BONUS	377 010,00	332 000,00	355 240,00	380 106,80
1	10	15	5	5040000	OVERTIME	1 000,00			
1	10	15	5	5050000	HOUSING ALLOWANCE	17 800,00	14 400,00	15 408,00	16 486,56
1	10	15	5	5060000	CELL PHONE ALLOWANCE	24 276,00	23 688,00	25 346,16	27 120,39
1	10	15	5	5090000	TRAVELLING ALLOWANCE	230 400,00	240 000,00	256 800,00	274 776,00
1	10	15	5	5094000	PERFORMANCE INCENTIVE	21 790,00	24 180,00	25 872,60	27 683,68
1	10	15	5	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4 200,00	4 494,00	4 808,58
1	10	15	5	5096000	LEAVE ENCASHMENT	1 150 000,00	900 000,00	963 000,00	1 020 610,00
1	10	15	5	5100000	PENSION	308 460,00	330 000,00	353 300,00	377 817,00
1	10	15	5	5120000	MEDICAL AID	275 555,00	376 000,00	402 300,00	430 482,40
1	10	15	5	5140000	/COUNCIL LEVY	1 080,00	1 160,00	1 241,20	1 328,08
1	10	15	5	5150000	UIF	24 800,00	27 650,00	29 585,50	31 656,49
1	10	15	5	5160000	SKILLS LEVY	30 760,00	27 650,00	29 585,50	31 656,49
1	10	15	5	5170000	CONTRIBUTIONS TO PRMB	1 300 000,00	1 000 000,00	1 060 000,00	1 123 600,00
1	10	15	5	5171000	PROVISION FOR LONG SERVICE AWARD	400 000,00	400 000,00	424 000,00	449 440,00
1	10	15	5	5410000	IMPAIRMENT: RATES	1 535 000,00	800 000,00	848 000,00	898 880,00
1	10	15	5	5411000	IMPAIRMENT: OTHER	100 000,00	150 000,00	159 000,00	168 540,00
1	10	15	5	5470000	COLLECTION COSTS	80 000,00	100 000,00	106 000,00	112 360,00
1	10	15	5	5510000	DEPRECIATION	215 004,00	227 904,00	241 578,24	256 072,93
1	10	15	5	6110000	INTEREST EXTERNAL LOANS	20 000,00	25 000,00	26 500,00	28 090,00
1	10	15	5	6115000	BANK CHARGES	110 000,00	120 000,00	127 200,00	134 832,00
1	10	15	5	6205000	CELL PHONE CONTRACTS	29 000,00	31 980,00	35 800,00	40 000,00
1	10	15	5	6210000	COMPUTER MAINTENANCE LE VIES AND LICENCE CHA	290 000,00	271 870,00	301 850,00	335 180,00
1	10	15	5	6211000	DEEDS OFFICE RETURNS	13 000,00	13 000,00	14 255,00	15 860,00
1	10	15	5	6220000	HIRE PHOTOCOPIER	10 000,00	18 000,00	19 800,00	21 120,00
1	10	15	5	6230000	INSURANCE	500 000,00	600 000,00	672 000,00	738 000,00
1	10	15	5	6270000	TENDER APPEALS	20 000,00	20 000,00	21 200,00	22 472,00
1	10	15	5	6310000	MUNICIPAL SECURITY	236 000,00	326 000,00	348 800,00	370 000,00
1	10	15	5	6313000	MUNICIPAL VALUER	1 250 000,00	1 300 000,00	1 378 000,00	1 460 680,00
1	10	15	5	6520000	AUDIT FEES				
1	10	15	5	6590000	CATERING (MUNICIPAL FUNC	5 000,00			
1	10	15	5	6710000	DATA CLEANSING	1 800 000,00	1 825 000,00	1 900 000,00	1 900 000,00
1	10	15	5	6710001	FINANCIAL MANAGEMENT SYSTEM	3 500 000,00	2 000,00	2 120,00	2 247,20
1	10	15	5	6720000	FUEL & OIL	2 000,00			
1	10	15	5	6740000	FREE BASIC SERVICES GRANT	240 000,00	100 000,00	106 000,00	112 360,00
1	10	15	5	7060000	POSTAGE	80 000,00	90 000,00	95 400,00	101 124,00
1	10	15	5	7090000	PRINTING & STATIONERY	90 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5	7120000	PROFESSIONAL SUBS	5 000,00	4 500 000,00	4 770 000,00	5 056 200,00
1	10	15	5	7150000	REVENUE FOREGOONE				
1	10	15	5	7150000	REVENUE ENHANCEMENT STRATEGY	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5	7150000	COURIER SERVICES	25 000,00	20 000,00	21 200,00	22 472,00
1	10	15	5	7150000	SEMINARS & CONFERENCES	80 000,00	80 000,00	84 800,00	89 888,00
1	10	15	5	7230000	SUBSISTENCE: TRAVEL BAECO	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5	7301001	VALUATION APPEAL BOARD				
1	10	15	5	7301000	VALUATION ROLL TENDER				
1	10	15	5	7431000	IMPAIRMENT LOSS	1 000,00	2 400 000,00		
13	588	295,00	23 645 682,00	18 540 189,20	19 664 007,76				

**RICHMOND MUNIC RICHMOND MUNICIPALITY**  
**2015/2017 First Draft Budget**  
**CORPORATE**

Tn	Fm	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	15	30	3300000	RENTAL MUNICIPAL RESIDENTIAL PROPERTIES	-	(10 000,00)	(10 600,00)	(11 236,00)
1	10	15	30	3790000	MSIG	-930 000,00	0	0	0
1	10	15	30	4290000	SETA REFUNDS	-60 000,00	-100000	-110000	-121000
						-990 000,00	-110 000,00	-120 000,00	-132 236,00
1	10	15	30	5010000	SALARIES	3 418 990,00	4155877	4446788,39	4758063,577
1	10	15	30	5011000	ANNUAL BONUS	275 610,00	398434	426324,38	455167,0866
1	10	15	30	5040000	OVERTIME	5 000,00	0	0	0
1	10	15	30	5050000	HOUSING ALLOWANCE	8 400,00	14400	15408	16486,56
1	10	15	30	5060000	CELL PHONE ALLOWANCE	27 464,00	31000	32100	34347
1	10	15	30	5090000	TRAVELLING ALLOWANCE	204 000,00	257000	268640	288514,8
1	10	15	30	5094000	PERFORMANCE INCENTIVE	27 540,00	32363	34624,41	37052,9987
1	10	15	30	5095000	NON-PENSIONABLE ALLOWANCE	38 660,00	39000	41130	44651,1
1	10	15	30	5100000	PENSION	365 900,00	441753	472875,71	505763,0097
1	10	15	30	5120000	MEDICAL AID	172 445,00	220643	242508,01	259483,5707
1	10	15	30	5130000	UNIFORMS	87 000,00	20000	21400	22898
1	10	15	30	5140000	/COUNCIL LEVY	1 620,00	2112	2259,84	2418,0288
1	10	15	30	5150000	U/F	30 130,00	36698	39266,86	42015,5402
1	10	15	30	5160000	SKILLS LEVY	36 200,00	36698	39266,86	42015,5402
1	10	15	30	5510000	DEPRECIATION	55 000,00	688300	729598	773374
1	10	15	30	5570000	OFFICE MACHINES/IT EQUIP	40 000,00	50000	53000	56180
1	10	15	30	5580000	BUILDINGS	73 000,00	100000	100000	100000
1	10	15	30	5950000	CHICO-HK4524	10 000,00	15000	15900	16854
1	10	15	30	6110000	INTEREST EXTERNAL LOANS	20 000,00	20000	20000	20000
1	10	15	30	6210000	CELL PHONE CONTRACTS	35 000,00	37020	42330	47400
1	10	15	30	6215000	FIRE EXTINGUISHERS SERVICE	15 000,00	6600	7260	7986
1	10	15	30	6220000	HIRE PHOTOCOPIER	38000	38000	40000	43000
1	10	15	30	6240000	LEASE OF PRINTERS	3 900,00	25200	25200	25200
1	10	15	30	6251000	LEASE OF SWITCHBOARD	184 200,00	3900	3900	3900
1	10	15	30	6261000	RECORDING SYSTEM	5 000,00	300500	300500	200500
1	10	15	30	6262000	SERVICE AIRCONS	30 000,00	4380	4820	5300
1	10	15	30	6265000	SWITCHBOARD- AUTOPAGE	6 000,00	26400	29000	32000
1	10	15	30	6267000	STEINER HYGIENE	6 000,00	6600	7260	7320
					SIGMA - SYSTEM MAINTENANCE	-	60000	0	0
					ISS - EMAIL / CLOUD	-	60000	0	0
					ANTI VIRUS UPDATE	-	50000	0	0
					WORK STUDY	-	100000	0	0
1	10	15	30	6310000	MUNICIPAL SECURITY	250 000,00	250 000,00	1124100	1214050
1	10	15	30	6510000	ADVERTISING	15 000,00	0	10000	250000
1	10	15	30	6590000	CATERING (MUNICIPAL FUNC	70 000,00	90000	95400	100000
1	10	15	30	6610000	CLEANING MATERIALS	10 000,00	10000	10600	101124
1	10	15	30	6621000	COMPETENCY TESTS	38 000,00	5000	5300	11236
1	10	15	30	6650000	DOCTORS FEES	5 000,00	400000	424000	449440
1	10	15	30	6720000	FUEL & OIL	5 000,00	2000	2120	2247
1	10	15	30	6720003	FUEL & OIL- VW CHICO	10 000,00	10000	10400	11236
1	10	15	30	6760000	GENERAL EXPENSES	10 000,00	0	0	0
1	10	15	30	6906000	JOB EVALUATION COMMITTEE	20 000,00	2500	2650	2809
1	10	15	30	6955000	LICENCES VEHICLES	1 000,00	1500	1590	1685
1	10	15	30	7060000	POSTAGE	655 600,00	0	0	0
1	10	15	30	7070000	MSIG GRANT	-	150000	159000	168500
1	10	15	30	7080000	MUNICIPAL CHARGES WATER ACES	120 000,00	0	0	0
1	10	15	30	7080000	PERFORMANCE MANAGEMENT EVALUATION COMMITTEE	75 000,00	75000	79500	84270
1	10	15	30	7090000	PRINTING & STATIONERY	2 000,00	2000	2120	2247
1	10	15	30	7100000	PROFESSIONAL SUBS	24 000,00	20000	21200	22472
1	10	15	30	7100000	SEMINARS & CONFERENCES	200 000,00	100000	106000	112360
1	10	15	30	7210000	SKILLS DEVELOPMENT	70 000,00	50000	53000	56180
1	10	15	30	7230000	SUBSISTENCE/ TRAVEL BACCO	300 000,00	300000	318000	337080
1	10	15	30	7270000	TELEPHONE	280 000,00	10000	10600	11236
1	10	15	30	7271000	VERIFICATION OF QUALIFICATIONS	100 000,00	300000	318000	337080
1	10	15	30	7330000	WCA	1 000,00	5000	5300	56180
1	10	15	30	7430000	BURSARY	-	0	0	0
1	10	15	30	7431000	IMPAIRMENT LOSS	-	0	0	0
						7 442 639,00	88 998 888,88	94 405 716,49	

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**COMMUNITY**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	5	3260000	HALL HIRE FEES	-	-50000	-53000	-56180
1	10	25	5	3680000	INTERGOVERNMENTAL- EQUITABLE SHARE	-880 000,00	-550000	-665500	-710000
1	10	25	5	3715000	SPORTS & REC: CARETAKER GRANT	-150 000,00	0	0	0
						<b>-1 030 000,00</b>	<b>-550 000,00</b>	<b>-665 500,00</b>	<b>-710 000,00</b>
1	10	25	5	5010000	SALARIES	1 490 690,00	1598500	1710395	1830122,65
1	10	25	5	5011000	ANNUAL BONUS	103 250,00	185320	198292,4	212172,868
1	10	25	5	5030000	ACTING ALLOWANCE	20 000,00	5000	5350	5724,5
1	10	25	5	5040000	OVERTIME	5 000,00	5000	5350	5724,5
1	10	25	5	5060000	CELL PHONE ALLOWANCE	28 950,00	33550	35898,5	38411,395
1	10	25	5	5090000	TRAVELLING ALLOWANCE	117 000,00	132000	141240	151126,8
1	10	25	5	5094000	PERFORMANCE INCENTIVE	6 250,00	6800	7276	7785,32
1	10	25	5	5100000	PENSION	90 390,00	92700	99189	106132,23
1	10	25	5	5120000	MEDICAL AID	79 830,00	46600	49862	53352,34
1	10	25	5	5140000	I/COUNCIL LEVY	360,00	400	428	457,96
1	10	25	5	5150000	UIF	7 165,00	7700	8239	8815,73
1	10	25	5	5160000	SKILLS LEVY	14 910,00	7700	8239	8815,73
1	10	25	5	5510000	DEPRECIATION	1 200 000,00	1250000	1325000	1404500
1	10	25	5	5663000	ISUZU : NK 4457	15 000,00	15900	16854	17865,24
1	10	25	5	5952000	NK 2680 (HOUSING)	10 000,00	10000	10600	11236
1	10	25	5	6205000	CELL PHONE CONTRACTS	28 000,00	40400	45200	50580
1	10	25	5	6315000	SPCA - CONTRACT	90 000,00	150000	159000	168540
1	10	25	5	6480000	ARTS & CULTURE	65 000,00	25000	26500	28090
1	10	25	5	6490000	AIDS AWARENESS	30 000,00	30000	31800	33708
1	10	25	5	6590000	CATERING (MUNICIPAL FUNC	10 000,00	0	0	0
1	10	25	5	6670000	DISASTER MGMT IMPLEMENT	60 000,00	60000	63600	67416
1	10	25	5	6671000	DISABILITY PROGRAMMES	55 000,00	25000	26500	28090
1	10	25	5	6720041	F&O: NK 2680 (HOUSING)	25 000,00	26500	28090	29775,4
1	10	25	5	6720043	F&O: NK4457	20 000,00	21200	22472	23820,32
1	10	25	5	6751000	FBE	880 000,00	550000	665500	710000
1	10	25	5	6930000	SALGA GAMES	300 000,00	300000	318000	337080
1	10	25	5	6955000	LICENCES VEHICLES	2 500,00	3000	3180	3370,8
1	10	25	5	7060000	POSTAGE	1 000,00	1000	1060	1123,6
1	10	25	5	7090000	PRINTING & STATIONERY	12 000,00	10000	10600	11236
1	10	25	5	7120000	PROFESSIONAL SUBS	2 000,00	2000	2120	2247,2
1	10	25	5	7186000	SPORTS AND RECREATION GR ANT - CARETAKER	99 000,00	0	0	0
1	10	25	5	7187000	SENIOR CITIZEN	60 000,00	25000	26500	28090
1	10	25	5	7190000	SEMINARS & CONFERENCES	10 000,00	10000	10600	11236
1	10	25	5	7215000	SPORTS AND RECREATION	20 000,00	0	0	0
1	10	25	5	7230000	SUBSISTENCE;TRAVEL &ACCO	40 000,00	30000	31800	33708
1	10	25	5	7386000	SUKHUMA SAKHE	30 000,00	30000	31800	33708
1	10	25	5	7431000	IMPAIRMENT LOSS	25 000,00	10000	10600	11236
						<b>5 053 295,00</b>	<b>4 746 270,00</b>	<b>5 137 134,90</b>	<b>5 475 298,58</b>



**RICHMOND MUNICIPALITY**

**2016/2017 First Draft Budget**

**CEMETRY**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	10	4150000	FEES BURIAL	-30 000,00	-25000	-26500	-28090
1	10	25	10	4155000	LEVY CEMETRY	-45 000,00	-30000	-31800	-33708
						<b>-75 000,00</b>	<b>-55 000,00</b>	<b>-58 300,00</b>	<b>-61 798,00</b>
1	10	25	10	5010000	SALARIES	85 190,00	88150	94321	100923
1	10	25	10	5011000	ANNUAL BONUS	7 100,00	7350	7865	8415
1	10	25	10	5040000	OVERTIME	10 000,00	0	0	0
1	10	25	10	5094000	PERFORMANCE INCENTIVE	850,00	880	942	1008
1	10	25	10	5100000	PENSION	11 630,00	12030	12872	13773
1	10	25	10	5120000	MEDICAL AID	10 275,00	0	0	0
1	10	25	10	5140000	I/COUNCIL LEVY	90,00	96	103	110
1	10	25	10	5150000	UIF	925,00	955	1022	1093
1	10	25	10	5160000	SKILLS LEVY	850,00	955	1022	1093
1	10	25	10	5510000	DEPRECIATION	1 815,00	1924	2039	2162
1	10	25	10	5612000	GENERAL MAINTENANCE	10 000,00	10000	10600	11236
1	10	25	10	6310000	SECURITY	-	280150	302570	326775
1	10	25	10	6570000	CHEMICALS	3 000,00	5000	5300	5618
1	10	25	10	7360000	PAUPER BURIALS	15 000,00	15000	15900	16854
1	10	25	10	7365000	BURIAL SUPPORT FOR INDIGENTS	50 000,00	50000	53000	56180
						<b>206 725,00</b>	<b>472 489,90</b>	<b>507 554,45</b>	<b>545 239,97</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**HOUSING**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	10	3681000	Zwelethu Housing	-1 355 753,20			
						<b>-1 355 753,20</b>	-	-	-
1	10	25	10	6646000	Zwelethu Housing	1 355 753,20			
						<b>1 355 753,20</b>	-	-	-

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**LIBRARY SERVICES**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	20	3520000	LIBRARY FINES	-2 500,00	-2000	-2120	-2247
1	10	25	20	3682000	COMM LIB SERV GRANT	-170 000,00	-179000	-188000	-197000
1	10	25	20		COMM LIB SERV GRANT		-125000	0	0
1	10	25	20	3852000	PROVINC. OF LIBRARIES	-707 000,00	-715000	-744000	-782000
1	10	25	20	4110000	COPIES	-5 000,00	-2500	-2650	-2809
1	10	25	20	4225000	LIBRARY LOST BOOKS				
						<b>-884 500,00</b>	<b>-1 023 500,00</b>	<b>-936 770,00</b>	<b>-984 056,20</b>
1	10	25	20	5010000	SALARIES	838 015,00	977110	1045507,7	1118693,239
1	10	25	20	5011000	ANNUAL BONUS	68 590,00	81425	87124,75	93223,4825
1	10	25	20	5030000	ACTING ALLOWANCE	5 500,00	0	0	0
1	10	25	20	5060000	CELL PHONE ALLOWANCE	18 188,00	5688	6086,16	6512,1912
1	10	25	20	5090000	TRAVELLING ALLOWANCE	96 600,00	96000	102720	109910,4
1	10	25	20	5094000	PERFORMANCE INCENTIVE	2 510,00	9800	10486	11220,02
1	10	25	20	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	20	5100000	PENSION	160 530,00	133400	142738	152729,66
1	10	25	20	5120000	MEDICAL AID	81 630,00	85200	91164	97545,48
1	10	25	20	5140000	I/COUNCIL LEVY	540,00	580	620,6	664,042
1	10	25	20	5150000	UIF	10 590,00	11600	12412	13280,84
1	10	25	20	5160000	SKILLS LEVY	8 830,00	11600	12412	13280,84
1	10	25	20	5510000	DEPRECIATION	71 225,55	75499	80029	84831
1	10	25	20	6110000	INTEREST EXTERNAL LOANS	15 000,00	25000	26500	28090
1	10	25	20	6220000	HIRE PHOTOCOPIER	10 000,00	33600	34800	36000
1	10	25	20	6310001	MAGMA: ARMED RESPONSE	2 200,00	2 310,00	2 541,00	2 564,00
1	10	25	20	6590000	CATERING (MUNICIPAL FUNC	8 000,00	0	0	0
1	10	25	20	6591000	COMM LIB SERVICES GRANT	170 000,00	179000	188000	197000
1	10	25	20	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	20	6720000	FUEL & OIL		1000	1060	1123,6
1	10	25	20	6940000	LIBRARY BOOKS	30 000,00	15000	15900	16854
1	10	25	20	6945000	LIBRARY ACTIVITIES	10 000,00	10000	10600	11236
1	10	25	20	6950000	LICENCES TELEVISION	1 000,00	1500	1590	1685,4
1	10	25	20	7060000	POSTAGE	5 000,00	5000	5300	5618
1	10	25	20	7090000	PRINTING & STATIONERY	15 000,00	15000	15900	16854
1	10	25	20	7120000	PROFESSIONAL SUBS	3 000,00	3000	3180	3370,8
1	10	25	20	7190000	SEMINARS & CONFERENCES	5 000,00	7000	7420	7865,2
1	10	25	20	7230000	SUBSISTENCE;TRAVEL &ACCO	42 000,00	30000	31800	33708
1	10	25	20	7250000	SUBS (PERIOD.&PAPERS)	10 000,00	10000	10600	11236
1	10	25	20	7270000	TELEPHONE	5 000,00	10000	10600	11236
						<b>1 708 948,55</b>	<b>1 849 512,08</b>	<b>1 972 185,24</b>	<b>2 102 376,54</b>

**RICHMOND MUNICIPALITY**

**2016/2017 First Draft Budget**

**INHLAZUKA**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	30	3260000	HALL HIRE FEES	-3 000,00	0	0	0
1	10	25	30	3330000	RENTAL SHOPS AND	-161 500,00	-200000	-216000	-233280
						<b>-164 500,00</b>	<b>-200 000,00</b>	<b>-216 000,00</b>	<b>-233 280,00</b>
1	10	25	30	5010000	SALARIES	286 430,00	464400	496908	531691,56
1	10	25	30	5011000	ANNUAL BONUS	21 035,00	38700	41409	44307,63
1	10	25	30	5060000	CELL PHONE ALLOWANCE	5 690,00	5690	6088,3	6514,481
1	10	25	30	5094000	PERFORMANCE INCENTIVE	3 365,00	4650	4975,5	5323,785
1	10	25	30	5100000	PENSION	45 925,00	63400	67838	72586,66
1	10	25	30	5120000	MEDICAL AID	11 468,00	0	0	0
1	10	25	30	5130000	UNIFORMS	10 000,00	10000	10700	11449
1	10	25	30	5140000	I/COUNCIL LEVY	270,00	390	417,3	446,511
1	10	25	30	5150000	UIF	3 700,00	5100	5457	5838,99
1	10	25	30	5160000	SKILLS LEVY	3 365,00	5100	5457	5838,99
1	10	25	30	5510000	DEPRECIATION	9 900,00	10494	11124	11791
1	10	25	30	5580000	BUILDINGS	15 000,00	15000	15900	16854
1	10	25	30	5651000	ISUZU - NK 3874	15 000,00	20000	21200	22472
1	10	25	30	6201000	AMLEC-MONITORING FEES	2 300,00	0	0	0
1	10	25	30	6310000	MUNICIPAL SECURITY	461 000,00	466930	504280	544630
1	10	25	30	6590000	CATERING (MUNICIPAL FUNC	4 600,00	0	0	0
1	10	25	30	6610000	CLEANING MATERIALS	10 000,00	12500	13250	14045
1	10	25	30	6690000	ELECTRICITY	121 561,00	135000,00	143100	151686
1	10	25	30	6720032	F&O ISUZU BAKKIE - NK387 4	30 000,00	30000	31800	33708
1	10	25	30	6955000	LICENCES VEHICLES	715,00	1000	1060	1123,6
1	10	25	30	7090000	PRINTING & STATIONERY	8 000,00	5000	5300	5618
1	10	25	30	7230000	SUBSISTENCE;TRAVEL &ACCO	5 000,00	5000	5300	5618
1	10	25	30	7270000	TELEPHONE	30 000,00	35000	37100	39326
						<b>1 104 324,00</b>	<b>1 333 354,00</b>	<b>1 428 663,74</b>	<b>1 530 869,27</b>

**RICHMOND MUNICIPALITY**

**2016/2017 First Draft Budget**

**HOPEWELL**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	40	3260000	HALL HIRE FEES	-3 000,00	0	0	0
1	10	25	40	3330000	RENTAL SHOPS AND	-20 000,00	-27000	-29700	-32670
					TAXI RANK				
						<b>-23 000,00</b>	<b>-27 000,00</b>	<b>-29 700,00</b>	<b>-32 670,00</b>
1	10	25	40	5010000	SALARIES	88 615,00	96910	102725	108888
1	10	25	40	5011000	ANNUAL BONUS	7 300,00	8080	8564,8	9078,688
1	10	25	40	5094000	PERFORMANCE INCENTIVE	880,00	970	1028,2	1089,892
1	10	25	40	5100000	PENSION	11 960,00	13230	14024	14865
1	10	25	40	5120000	MEDICAL AID	-	0	0	0
1	10	25	40	5130000	UNIFORMS	5 000,00	5000	5300	5618
1	10	25	40	5140000	I/COUNCIL LEVY	90,00	96	101,76	107,8656
1	10	25	40	5150000	UIF	2 000,00	1100	1166	1235,96
1	10	25	40	5160000	SKILLS LEVY	880,00	1100	1166	1235,96
1	10	25	40	5510000	DEPRECIATION	2 640,00	2798	2966	3144
1	10	25	40	5580000	BUILDINGS	30 000,00	30000	31800	33708
1	10	25	40	6310000	MUNICIPAL SECURITY	278 000,00	280150	302570	326775
1	10	25	40	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	40	6690000	ELECTRICITY	35 000,00	40000	42400	44944
						<b>472 365,00</b>	<b>489 434,40</b>	<b>524 411</b>	<b>561 927</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**MAGODA**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	50	3260000	HALL HIRE FEES	-3 000,00	0	0	0
						-3 000,00	-	-	-
1	10	25	50	5010000	SALARIES	87 615,00	84040	89082,4	94427,344
1	10	25	50	5011000	ANNUAL BONUS	3 300,00	7005	7425,3	7870,818
1	10	25	50	5094000	PERFORMANCE INCENTIVE	880,00	840	890,4	943,824
1	10	25	50	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4452	4719,12
1	10	25	50	5100000	PENSION	11 960,00	11500	12190	12921,4
1	10	25	50	5120000	MEDICAL AID	5 000,00	0	0	0
1	10	25	50	5140000	I/COUNCIL LEVY	90,00	96	101,76	107,8656
1	10	25	50	5150000	UIF	950,00	1000	1060	1123,6
1	10	25	50	5160000	SKILLS LEVY	880,00	1000	1060	1123,6
1	10	25	50	5580000	BUILDINGS	10 000,00	20000	21200	22472
1	10	25	50	6235000	INGONYAMA TRUST	25 000,00	22200	22200	22200
1	10	25	50	6310000	MUNICIPAL SECURITY	176 000,00	186770	201710	217860
1	10	25	50	6610000	CLEANING MATERIALS	10 500,00	10000	10600	11236
1	10	25	50	6690000	ELECTRICITY	5 500,00	10000	10600	11236
						<b>342 675,00</b>	<b>358 651,00</b>	<b>382 571,86</b>	<b>408 241,57</b>



**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**NKUMANE**

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	55	5130000	UNIFORMS
1	10	25	55	5580000	BUILDINGS
1	10	25	55	6310000	MUNICIPAL SECURITY
1	10	25	55	6610000	CLEANING MATERIALS
1	10	25	55	6690000	ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
7 600,00	5000	5300	5618
6 400,00	10000	10600	11236
182 000,00	186770	201710	217850
6 600,00	10000	10600	11236
6 000,00	10000	10600	11236
<b>208 600,00</b>	<b>221 770,00</b>	<b>238 810,00</b>	<b>257 176,00</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**MZINOLOVU**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	56	5010000	SALARIES	85 555,00	94630	101254,1	108341,887
1	10	25	56	5011000	ANNUAL BONUS	7 130,00	7890	8442,3	9033,261
1	10	25	56	5094000	PERFORMANCE INCENTIVE	855,00	950	1016,5	1087,655
1	10	25	56	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	56	5100000	PENSION	11 680,00	12950	13856,5	14826,455
1	10	25	56	5140000	/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	56	5150000	UIF	2 130,00	1100	1177	1259,39
1	10	25	56	5160000	SKILLS LEVY	855,00	1100	1177	1259,39
1	10	25	56	5580000	BUILDINGS	15 000,00	10000	10600	11236
1	10	25	56	6310000	MUNICIPAL SECURITY	182 000,00	186770	201710	217860
1	10	25	56	6610000	CLEANING MATERIALS	5 500,00	10000	10600	11236
1	10	25	56	6690000	ELECTRICITY	5 000,00	10000	10600	11236
						<b>320 795,00</b>	<b>339 686,00</b>	<b>365 030,12</b>	<b>392 294,53</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**BUILDINGS**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	60	3260000	HALL HIRE FEES	-50 000,00	0	0	0
1	10	25	60	3300000	RENTAL MUNICIPAL RESIDENTIAL PROPERTIES	-10 000,00	0	0	0
1	10	25	60	3330000	RENTAL SHOPS AND TAXI RANK	-115 000,00	0	0	0
1	10	25	60	3331000	RENT ERF 261/263	-222 000,00	0	0	0
1	10	25	60	3332000	RETAIL MARKET STALLS	-50 000,00	0	0	0
1	10	25	60	4130000	FEES BUILDING INSPECTION S	-10 000,00	0	0	0
1	10	25	60	4140000	FEES BUILDING PLANS	-45 000,00	0	0	0
1	10	25	60	4160000	FEES ENCROACHMENT	-8 000,00	0	0	0
1	10	25	60	4200000	FEES REZONING	-5 000,00	0	0	0
1	10	25	60	4255000	REIMBURSIVE EXP MASAKHUX OLO CTR	-75 000,00	0	0	0
						<b>-590 000,00</b>	<b>-</b>	<b>-</b>	<b>-</b>
1	10	25	60	5010000	SALARIES	119 250,00	0	0	0
1	10	25	60	5011000	ANNUAL BONUS	10 940,00	0	0	0
1	10	25	60	5094000	PERFORMANCE INCENTIVE	1 190,00	0	0	0
1	10	25	60	5100000	PENSION	16 230,00	0	0	0
1	10	25	60	5120000	MEDICAL AID	8 000,00	0	0	0
1	10	25	60	5140000	I/COUNCIL LEVY	90,00	0	0	0
1	10	25	60	5150000	UIF	2 800,00	0	0	0
1	10	25	60	5160000	SKILLS LEVY	1 190,00	0	0	0
1	10	25	60	5510000	DEPRECIATION	600 000,00	0	0	0
1	10	25	60	5580000	BUILDINGS	40 000,00	0	0	0
1	10	25	60	5988000	TOYOTA BAKKIE NK 2775	15 000,00	0	0	0
1	10	25	60	6215000	FIRE EXTINGUISHERS-SERVICE	4 300,00	0	0	0
1	10	25	60	6262000	SERVICE- AIRCONS	24 000,00	0	0	0
1	10	25	60	6310000	MUNICIPAL SECURITY	846 000,00	0	0	0
1	10	25	60	6610000	CLEANING MATERIALS	20 000,00	0	0	0
1	10	25	60	6690000	ELECTRICITY	370 000,00	0	0	0
1	10	25	60	6720027	FUEL & OIL NK 2775	20 000,00	0	0	0
1	10	25	60	6955000	LICENCES VEHICLES	2 000,00	0	0	0
1	10	25	60	7080000	MUNIC CHARGES-WATER ACCS	110 000,00	0	0	0
						<b>2 210 990,00</b>	<b>-</b>	<b>-</b>	<b>-</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**INDALENI**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	70	3260000	HALL HIRE FEES	-3 000,00	0	0	0
						-3 000,00	-	-	-
1	10	25	70	5010000	SALARIES	172 180,00	189350	202604,5	216786,815
1	10	25	70	5011000	ANNUAL BONUS	14 265,00	15780	16884,6	18066,522
1	10	25	70	5094000	PERFORMANCE INCENTIVE	1 710,00	1900	2033	2175,31
1	10	25	70	5100000	PENSION	23 365,00	25850	27659,5	29595,665
1	10	25	70	5140000	I/COUNCIL LEVY	180,00	192	205,44	219,8208
1	10	25	70	5150000	UIF	4 355,00	2100	2247	2404,29
1	10	25	70	5160000	SKILLS LEVY	1 710,00	2100	2247	2404,29
1	10	25	70	5580000	BUILDINGS	15 000,00	15000	15900	16854
1	10	25	70	6310000	MUNICIPAL SECURITY	182 000,00	186770	201720	217870
1	10	25	70	6610000	CLEANING MATERIALS	2 000,00	3000	3180	3370,8
						<b>416 765,00</b>	<b>442 042,00</b>	<b>474 681,04</b>	<b>509 747,51</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**SMOZOMENI**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	80	3260000	HALL HIRE FEES	-3 000,00	0	0	0
						<b>-3 000,00</b>	<b>-</b>	<b>-</b>	<b>-</b>
1	10	25	80	5010000	SALARIES	83 560,00	92400	98868	105788,76
1	10	25	80	5011000	ANNUAL BONUS	6 970,00	7700	8239	8815,73
1	10	25	80	5094000	PERFORMANCE INCENTIVE	835,00	925	989,75	1059,0325
1	10	25	80	5095000	NON PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	80	5100000	PENSION	11 400,00	12650	13535,5	14482,985
1	10	25	80	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	80	5150000	UIF	2 005,00	1100	1177	1259,39
1	10	25	80	5160000	SKILLS LEVY	835,00	1100	1177	1259,39
1	10	25	80	5580000	BUILDINGS	10 000,00	15000	15900	16854
1	10	25	80	6235000	INGONYAMA TRUST	25 000,00	22200	22200	22200
1	10	25	80	6310000	MUNICIPAL SECURITY	182 000,00	186770	201710	217860
1	10	25	80	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	80	6690000	ELECTRICITY	15 000,00	20000	21200	22472
						<b>352 695,00</b>	<b>374 141,00</b>	<b>400 192,97</b>	<b>428 205,78</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**PATHENI HALL**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	90	5010000	SALARIES	83 560,00	92405	98873,35	105794,485
1	10	25	90	5011000	ANNUAL BONUS	6 970,00	7700	8239	8815,73
1	10	25	90	5094000	PERFORMANCE INCENTIVE	835,00	925	989,75	1059,0325
1	10	25	90	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	90	5100000	PENSION	11 405,00	12650	13535,5	14482,985
1	10	25	90	5130000	UNIFORMS	7 600,00	10000	10700	11449
1	10	25	90	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	90	5150000	UIF	2 013,00	1100	1177	1259,39
1	10	25	90	5160000	SKILLS LEVY	913,00	1100	1177	1259,39
1	10	25	90	5580000	BUILDINGS	12 000,00	15000	15900	16854
1	10	25	90	6310000	MUNICIPAL SECURITY	503 000,00	373540	403430	435710
1	10	25	90	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	90	6690000	ELECTRICITY	6 000,00	10000	10600	11236
						<b>649 386,00</b>	<b>538 716,00</b>	<b>579 818,32</b>	<b>624 074,50</b>



**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**SIYATHUTHUKA**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	95	5010000	SALARIES	83 560,00	92405	98873,35	105794,4845
1	10	25	95	5011000	ANNUAL BONUS	6 965,00	7700	8239	8815,73
1	10	25	95	5030000	ACTING ALLOWANCE		0	0	0
1	10	25	95	5094000	PERFORMANCE INCENTIVE	835,00	925	989,75	1059,0325
1	10	25	95	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	95	5100000	PENSION	11 405,00	12650	13535,5	14482,985
1	10	25	95	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	95	5150000	UIF	913,00	1100	1177	1259,39
1	10	25	95	5160000	SKILLS LEVY	913,00	1100	1177	1259,39
1	10	25	95	5580000	BUILDINGS	15 000,00	15000	15900	16854
1	10	25	95	6310000	MUNICIPAL SECURITY	182 000,00	186770	201720	217870
1	10	25	95	6610000	CLEANING MATERIALS	10 750,00	10000	10600	11236
1	10	25	95	6690000	ELECTRICITY	6 000,00	10000	10600	11236
1	10	25	96	5580000	BUILDINGS			0	0
1	10	25	96	6610000	CLEANING MATERIALS	10 000,00	15000	15900	16854
1	10	25	96	6690000	ELECTRICITY	1 500,00	2000	2120	2247,2
						5 000,00	10000	10600	11236
						<b>339 931,00</b>	<b>368 946,00</b>	<b>396 028,32</b>	<b>425 122,70</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**PLANNING AND DEVELOPMENT**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	60	4130000	FEES BUILDING INSPECTION S	-	-10000	-10600	-11236
1	10	25	60	4140000	FEES BUILDING PLANS	-	-10000	-10600	-11236
1	10	25	60	4160000	FEES ENCROACHMENT	-	-10000	-10600	-11236
1	10	30	10	4190000	FEES SUBDIVISION	-5 000,00	-5000	-5300	-5618
1	10	30	10	4200000	FEES REZONING	-	-5000	-5300	-5618
						<b>-5 000,00</b>	<b>-40 000,00</b>	<b>-42 400,00</b>	<b>-44 944,00</b>
1	10	30	10	5010000	SALARIES	606 450,00	824400	882108	943855,56
1	10	30	10	5011000	ANNUAL BONUS	47 204,00	68700	73509	78654,63
1	10	30	10	5050000	HOUSING ALLOWANCE	7 200,00	7200	7704	8243,28
1	10	30	10	5060000	CELL PHONE ALLOWANCE	18 088,00	11088	11864,16	12694,6512
1	10	30	10	5090000	TRAVELLING ALLOWANCE	110 200,00	120000	128400	137388
1	10	30	10	5094000	PERFORMANCE INCENTIVE	7 465,00	8250	8827,5	9445,425
1	10	30	10	5100000	PENSION	81 890,00	112550	120428,5	128858,495
1	10	30	10	5120000	MEDICAL AID	34 000,00	36000	38520	41216,4
1	10	30	10	5140000	I/COUNCIL LEVY	270,00	300	321	343,47
1	10	30	10	5150000	UIF	7 230,00	10100	10807	11563,49
1	10	30	10	5160000	SKILLS LEVY	7 465,00	10100	10807	11563,49
1	10	30	10	5510000	DEPRECIATION	6 000,00	6360	6741,6	7146,096
1	10	30	10	5988000	TOYOTA BAKKIE NK 2775	-	10000	10000	10 000,00
1	10	30	10	6225000	PLANNING SHARED SERVICES	193 953,00	200850	224935	0
1	10	30	10	6590000	CATERING (MUNICIPAL FUNC	5 000,00	0	0	0
1	10	30	10	6720027	FUEL AND OIL NK 2775	-	15000	15000	15 000,00
1	10	30	10	7090000	PRINTING & STATIONERY	10 000,00	10000	10600	11236
1	10	30	10	7120000	PROFESSIONAL SUBS	1 000,00	2000	2120	2247,2
1	10	30	10	7190000	SEMINARS & CONFERENCES	3 000,00	3000	3180	3370,8
1	10	30	10		SDF REVIEW	-	500000	0	0
1	10	30	10	7230000	SUBSISTENCE; TRAVEL & ACCO	30 000,00	30000	31800	33708
						<b>1 176 415,00</b>	<b>1 985 898,00</b>	<b>1 597 672,76</b>	<b>1 466 534,99</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**TECHNICAL SERVICES**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	30	20	3672000	DME- ELECTRIFICATION PRO GRAMME	-10 000 000,00	-9 000 000,00	-12 000 000,00	-12 000 000,00
1	10	30	20	3721000	MIG PRIOR YR	-2 679 641,35	-	-	-
1	10	30	20	3723000	BEST PERFORMING MUNICIPALITY	-853 000,00	-	-	-
1	10	30	20	3750000	MUNICIPAL INFRASTRUCTURE GRANT (MIG)	-18 017 000,00	-32 659 000,00	-18 790 000,00	-19 644 000,00
1	10	30	20	3926000	SMALL TOWN REGENERATION GRANT	-1 220 631,42	-	-	-
						<b>-32 770 272,77</b>	<b>-41 659 000,00</b>	<b>-30 790 000,00</b>	<b>-31 644 000,00</b>
1	10	30	20	5010000	SALARIES	2 118 940,00	2 494 500,00	2 669 115,00	2 855 953,05
1	10	30	20	5011000	ANNUAL BONUS	108 105,00	260 000,00	278 200,00	297 674,00
1	10	30	20	5040000	OVERTIME	5 000,00	-	-	-
1	10	30	20	5050000	HOUSING ALLOWANCE	8 400,00	7 200,00	7 704,00	8 243,28
1	10	30	20	5060000	CELL PHONE ALLOWANCE	21 216,00	27 000,00	28 890,00	30 912,30
1	10	30	20	5090000	TRAVELLING ALLOWANCE	317 500,00	204 000,00	218 280,00	233 559,60
1	10	30	20	5094000	PERFORMANCE INCENTIVE	14 040,00	15 800,00	16 906,00	18 089,42
1	10	30	20	5095000	NON-PENSIONABLE ALLOWANCE	12 600,00	16 800,00	17 976,00	19 234,32
1	10	30	20	5100000	PENSION	225 165,00	215 000,00	230 050,00	246 153,50
1	10	30	20	5120000	MEDICAL AID	69 440,00	34 110,00	36 497,70	39 052,54
1	10	30	20	5130000	UNIFORMS	155 000,00	180 000,00	192 600,00	206 082,00
1	10	30	20	5140000	I/COUNCIL LEVY	900,00	1 000,00	1 070,00	1 144,90
1	10	30	20	5150000	UIF	15 500,00	17 500,00	18 725,00	20 035,75
1	10	30	20	5160000	SKILLS LEVY	22 690,00	17 500,00	18 725,00	20 035,75
1	10	30	20	5510000	DEPRECIATION	1 100 000,00	1 166 000,00	1 235 960,00	1 310 118
1	10	30	20	5580000	BUILDINGS	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	5652000	ISUZU 250 D - NK4315 (MECHANIC)	5 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	6205000	CELL PHONE CONTRACTS	43 000,00	43 720,00	48 950,00	54 800,00
1	10	30	20	6216000	RENTAL : GAS CYLINDERS	5 900,00	6 490,00	7 139,00	7 853,00
1	10	30	20	6310000	MUNICIPAL SECURITY	375 000,00	382 605,00	413 210,00	446 275,00
1	10	30	20	6569000	DME-ELECTRIFICATION PROG RAMME	10 000 000,00	9 000 000,00	12 000 000,00	12 000 000,00
1	10	30	20	6569001	ELECTRIFICATION PROJECTS : OWN FUNDING	4 394 500,00	-	-	-
1	10	30	20	6610000	CLEANING MATERIALS	15 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	6690000	ELECTRICITY	20 000,00	30 000,00	31 800,00	33 708,00
1	10	30	20	6720033	F&O BAKKIE MECHANIC - NK4315	33 000,00	35 000,00	37 100,00	39 326,00
1	10	30	20	6725000	F&O:GAINS AND LOSSES	8 500,00	5 000,00	5 300,00	5 618,00
1	10	30	20	6955000	LICENCES VEHICLES	2 000,00	5 000,00	5 300,00	5 618,00
1	10	30	20	6958000	PMU UNIT	750 000,00	1 602 950,00	940 000,00	980 000,00
1	10	30	20	7090000	PRINTING & STATIONERY	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	7120000	PROFESSIONAL SUBS	2 000,00	2 500,00	2 650,00	2 809,00
1	10	30	20	7190000	SEMINARS & CONFERENCES	6 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	7230000	SUBSISTENCE;TRAVEL & ACCO	60 000,00	50 000,00	53 000,00	56 180,00
1	10	30	20	7431000	IMPAIRMENT LOSS	5 000,00	-	-	-
						<b>19 939 396,00</b>	<b>15 869 675,00</b>	<b>18 568 147,70</b>	<b>18 994 655,01</b>

**RICHMOND MUNIC RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**LED**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	60	3330000	RENTAL SHOPS AND TAXI RANK	-	-154 250,00	-169 770,00	-186 900,00
1	10	25	60	3332000	RETAIL MARKET STALLS	-	-35 000,00	-35 000,00	-35 000,00
1	10	30	30	4122000	DC22 - EPWP Grant	-60 000,00	-	-	-
1	10	30	30	3560000	BUSINESS LICENCES	-15 000,00	-10 000,00	-10 000,00	-10 000,00
1	10	30	30	3575000	HAWKERS LICENCES	-500,00	-500,00	-500,00	-500,00
1	10	30	30	3585000	NETVENDOR	-10 000,00	-10 000,00	-10 000,00	-10 000,00
1	10	30	30	3724000	EPWP	-1 046 000,00	-1 277 000,00	-	-
1	10	30	30	3926000	SMALL TOWN GRANT	-5 000 000,00	-2 000 000,00	-	-
1	10	30	30	4109000	ADVERTISING INCOME	-10 000,00	-10 000,00	-10 000,00	-10 000,00
						<b>-6 141 500,00</b>	<b>-3 496 760,00</b>	<b>-235 270,00</b>	<b>-252 400,00</b>
1	10	30	30	5010000	SALARIES	943 160,00	1 038 100,00	1 110 767,00	1 188 520,69
1	10	30	30	5011000	ANNUAL BONUS	78 600,00	86 500,00	92 555,00	99 033,85
1	10	30	30	5060000	CELL PHONE ALLOWANCE	5 088,00	23 688,00	25 346,16	27 120,39
1	10	30	30	5090000	TRAVELLING ALLOWANCE	115 200,00	108 000,00	115 560,00	123 649,20
1	10	30	30	5094000	PERFORMANCE INCENTIVE	9 430,00	10 380,00	11 106,60	11 884,06
1	10	30	30	5100000	PENSION	154 740,00	141 700,00	151 619,00	162 232,33
1	10	30	30	5120000	MEDICAL AID	86 433,00	96 600,00	103 362,00	110 597,34
1	10	30	30	5140000	I/COUNCIL LEVY	341,00	400,00	428,00	457,96
1	10	30	30	5150000	UIF	11 480,00	12 700,00	13 589,00	14 540,23
1	10	30	30	5160000	SKILLS LEVY	9 431,00	12 700,00	13 589,00	14 540,23
1	10	30	30	5510000	DEPRECIATION	2 420,00	2 565	2 719	2 882
1	10	30	30	5580000	BUILDINGS	6 000,00	-	-	-
1	10	30	30	5951000	ISUZU BAKKIE NK 5784	10 000,00	15 000,00	15 900,00	16 854,00
1	10	30	30	6205000	CELL PHONE CONTRACTS	22 000,00	19 610,00	22 000,00	24 600,00
1	10	30	30	6220000	HIRE PHOTOCOPIER	15 000,00	18 000,00	19 080,00	20 224,80
1	10	30	30	6510000	ADVERTISING	10 000,00	-	-	-
1	10	30	30	6590000	CATERING (MUNICIPAL FUNC	5 000,00	-	-	-
1	10	30	30	6571000	DC22 EPWP GRANT	60 000,00	-	-	-
1	10	30	30	6720034	F&O ISUZU BAKKIE NK 5784	12 000,00	15 000,00	15 900,00	16 854,00
1	10	30	30	6762000	LED MARKETING	15 000,00	30 000,00	31 800,00	33 708,00
1	10	30	30	6955000	LICENCES VEHICLES	800,00	1 000,00	1 060,00	1 123,60
1	10	30	30	7090000	PRINTING & STATIONERY	20 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7190000	SEMINARS & CONFERENCES	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7230000	SUBSISTENCE;TRAVEL &ACCO	60 000,00	40 000,00	42 400,00	44 944,00
1	10	30	30	7231000	EPWP	1 046 000,00	1 277 000,00	-	-
1	10	30	30	7272000	TOURISM	40 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7380000	YOUTH- TRAINING AND SKIL LS DEVELOPMENT	20 000,00	20 000,00	21 200,00	22 472,00
1	10	30	30	7382000	YOUTH-MATRIC TOP ACHIEVE RS AWARD	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7383000	YOUTH - CAREER EXPO	30 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7384000	YOUTH MONTH PROGRAMMES	50 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7385000	YOUTH - ARTS&CULTURE & H IV/AIDS	25 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7431000	IMPAIRMENT LOSS	1 000,00	-	-	-
						<b>2 884 123,00</b>	<b>3 098 943,20</b>	<b>1 947 780,87</b>	<b>2 082 306,94</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**TRAFFIC POLICE**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	10	3510000	TRAFFIC FINES	-50 000,00	-100 000	-50 000	-50 000
1	10	35	10	3580000	RANK PERMITS	-10 000,00	-10 000	-10 000	-10 000
1	10	35	10	3925000	SCHOLAR PATROL	-90 000,00	0	0	0
1	10	35	10	4220000	IMPOUNDING STORAGE - MOT OR VEHICLES	-10 000,00	-10 000	-10 000	-10 000
1	10	35	10	4221000	IMPOUNDING & STORAGE - A NIMALS	-10 000,00	-10 000	-10 000	-10 000
						<b>-170 000,00</b>	<b>-130 000,00</b>	<b>-80 000,00</b>	<b>-80 000,00</b>
1	10	35	10	5010000	SALARIES	1 356 235,00	1 624 970	1 738 717,9	1 860 428,153
1	10	35	10	5011000	ANNUAL BONUS	113 850,00	135 414	144 892,98	155 035,4886
1	10	35	10	5040000	OVERTIME	85 000,00	65 000	69 550	74 418,5
1	10	35	10	5050000	HOUSING ALLOWANCE	8 400,00	7 200	7 704	8 243,28
1	10	35	10	5060000	CELL PHONE ALLOWANCE	35 152,00	40 752	43 604,64	46 656,9648
1	10	35	10	5070000	DANGER ALLOWANCE	42 000,00	45 000	48 150	51 520,5
1	10	35	10	5090000	TRAVELLING ALLOWANCE	116 400,00	120 000	128 400	137 388
1	10	35	10	5094000	PERFORMANCE INCENTIVE	13 660,00	16 250	17 387,5	18 604,625
1	10	35	10	5095000	NON-PENSIONABLE ALLOWANCE	3 000,00	4 200	4 494	4 808,58
1	10	35	10	5100000	PENSION	226 490,00	221 808	237 334,56	253 947,9792
1	10	35	10	5120000	MEDICAL AID	165 075,00	184 045	196 928,15	210 713,1205
1	10	35	10	5130000	UNIFORMS	100 000,00	60 000	64 200	68 694
1	10	35	10	5140000	I/COUNCIL LEVY	720,00	870	930,9	996,063
1	10	35	10	5150000	UIF	17 650,00	20 831	22 289,17	23 849,4119
1	10	35	10	5160000	SKILLS LEVY	13 665,00	20 831	22 289,17	23 849,4119
1	10	35	10	5510000	DEPRECIATION	200 000,00	212 000	224 720	238 203
1	10	35	10	5617000	NEW VEHICLE TRAFFIC	5 000,00	15 000	15 900	16 854
1	10	35	10	5654000	CHEV CRUZ NK4957	5 000,00	15 000	15 900	16 854
1	10	35	10	5657000	CHEV CRUZ NK 6274	20 000,00	30 000	31 800	33 708
1	10	35	10	5900000	SPEED TIMING MACHINES	6 000,00	10 000	10 600	11 236
1	10	35	10	5920000	GENERATOR & ACCESSORIES	5 000,00	10 000	10 600	11 236
1	10	35	10	6205000	CELL PHONE CONTRACTS	3 000,00	2 760	3 090	3 470
1	10	35	10	6690000	ELECTRICITY	35 000,00	50 000	53 000	56 180
1	10	35	10	6720035	F&O: CHEV CRUZ (TRAFFIC) NK4957	35 000,00	40 000	42 400	44 944
1	10	35	10	6720040	F&O: CHEV CRUZ (TRAFFIC) NK 6274	35 000,00	40 000	42 400	44 944
1	10	35	10	6720042	F&O : GENERATOR (LC)	5 000,00	10 000	10 600	11 236
1	10	35	10	6720047	TRAFFIC NEW VEHICLE	15 000,00	20 000	21 200	22 472
1	10	35	10	6955000	LICENCES VEHICLES	3 000,00	5 000	5 300	5 618
1	10	35	10	7060000	POSTAGE	2 000,00	2 500	2 650	2 809
1	10	35	10	7090000	PRINTING & STATIONERY	25 000,00	15 000	15 900	16 854
1	10	35	10	7180000	RTI ENFORCEMENT VISIT	15 000,00	5 000	5 300	5 618
1	10	35	10	7185000	ROAD SAFETY EDUCATION	25 000,00	10 000	10 600	11 236
1	10	35	10	7190000	SEMINARS & CONFERENCES	90 000,00	0	0	0
1	10	35	10	7200000	SCHOLAR PATROL	0	0	0	0
1	10	35	10	7230000	SUBSISTENCE;TRAVEL &ACCO	0	0	0	0
						<b>2 791 297,00</b>	<b>3 032 431,00</b>	<b>3 240 212,97</b>	<b>3 462 289,08</b>

**RICHMOND MUNICIPALITY**

**2016/2017 First Draft Budget**

**SECURITY**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	20	5010000	SALARIES	1 462 450,00	1456900	1544314	1636972,84
1	10	35	20	5011000	ANNUAL BONUS	129 370,00	121500	128790	136517,4
1	10	35	20	5040000	OVERTIME	5 000,00	0	0	0
1	10	35	20	5060000	CELL PHONE ALLOWANCE	6 376,00	11380	12062,8	12786,568
1	10	35	20	5094000	PERFORMANCE INCENTIVE	15 525,00	13550	14363	15224,78
1	10	35	20	5100000	PENSION	191 910,00	185000	196100	207866
1	10	35	20	5120000	MEDICAL AID	83 342,00	42000	44520	47191,2
1	10	35	20	5130000	UNIFORMS	50 000,00	50000	53000	56180
1	10	35	20	5140000	I/COUNCIL LEVY	1 260,00	1100	1166	1235,96
1	10	35	20	5150000	UIF	17 850,00	16000	16960	17977,6
1	10	35	20	5160000	SKILLS LEVY	15 530,00	16000	16960	17977,6
1	10	35	20	5995000	FIAT NK5360	-	15000	15900	16854
1	10	35	20	6720025	FUEL & OIL - NK 5360	20 000,00	30000	31800	33708
1	10	35	20	6955000	LICENCES VEHICLES	800,00	1000	1060	1123,6
						-	-	0	0
						<b>1 999 413,00</b>	<b>1 959 430,00</b>	<b>2 076 995,80</b>	<b>2 201 615,55</b>



**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**LEARNERS AND DRIVERS TESTING**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	40	3590000	LEARNERS LICENCES	-100 000,00	-300000	-150000	-150000
1	10	35	40	3595000	DRIVERS LICENCES	-50 000,00	-500000	-150000	-150000
						-150 000,00	-800 000,00	-300 000,00	-300 000,00
1	10	35	40	5010000	SALARIES	906 240,00	1145804	1226010,28	1311831
1	10	35	40	5011000	ANNUAL BONUS	83 860,00	95484	102167,88	109319,6316
1	10	35	40	5040000	OVERTIME	5 000,00	0	0	0
1	10	35	40	5094000	PERFORMANCE INCENTIVE	10 065,00	11460	12262,2	13120,554
1	10	35	40	5095000	NON-PENSIONABLE ALLOWANCE	4 200,00	4200	4494	4808,58
1	10	35	40	5100000	PENSION	137 350,00	156403	167351,21	179065,7947
1	10	35	40	5120000	MEDICAL AID	111 280,00	94210	100804,7	107861,029
1	10	35	40	5140000	I/COUNCIL LEVY	630,00	770	823,9	881,573
1	10	35	40	5150000	UIF	10 900,00	12413	13281,91	14211,6437
1	10	35	40	5160000	SKILLS LEVY	10 060,00	12413	13281,91	14211,6437
1	10	35	40	5580000	BUILDINGS	10 000,00	20000	21200	22472
1	10	35	40	6110000	INTEREST EXTERNAL LOANS	15 000,00	20000	21200	22472
1	10	35	40	6220000	HIRE PHOTOCOPIER	10 000,00	18000	18000	18000
1	10	35	40	6310000	MUNICIPAL SECURITY	145 000,00	669560	723120	780975
1	10	35	40	6610000	CLEANING MATERIALS	15 000,00	15000	15900	16854
1	10	35	40		DTLC GRADING	15 000,00	15000	0	0
1	10	35	40	7060000	POSTAGE	10 000,00	10000	10600	11236
1	10	35	40	7090000	PRINTING & STATIONERY	40 000,00	20000	21200	22472
1	10	35	40	7126000	PRODIBA	125 000,00	100000	106000	112360
1	10	35	40	7302000	LOSS ON SALE OF ASSET	20 000,00	0	0	0
						<b>1 684 585,00</b>	<b>2 420 717,00</b>	<b>2 577 697,99</b>	<b>2 762 152,45</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 Final Draft Budget**  
**ROADS**

Tn	Fn	Sp	ItemSub	Description	2015/2016	Budget	2016/2017	Budget	2017/2018	Budget	2018/2019
1	10	40	10	5010000 SALARIES	1 912 640,00	2113950	2113950	2261926,5	2420261,355	2420261,355	0
1	10	40	10	5011000 ANNUAL BONUS	161 890,00	176170	176170	188501,9	201697,033	201697,033	0
1	10	40	10	5040000 OVERTIME	11 000,00	0	0	0	0	0	0
1	10	40	10	5060000 CELL PHONE ALLOWANCE	11 376,00	11400	11400	12198	13051,86	13051,86	0
1	10	40	10	5094000 PERFORMANCE INCENTIVE	19 430,00	21140	21140	22519,8	24203,186	24203,186	0
1	10	40	10	5095000 NON-PENSIONABLE ALLOWANCE	37 800,00	40000	40000	42800	45796	45796	0
1	10	40	10	5100000 PENSION	277 170,00	288600	288600	308802	330418,14	330418,14	0
1	10	40	10	5120000 MEDICAL AID	83 762,00	106800	106800	114276	122775,32	122775,32	0
1	10	40	10	5140000 COUNCIL LEVY	1 800,00	1920	1920	2054,4	2198,208	2198,208	0
1	10	40	10	5150000 UIF	21 160,00	23050	23050	24663,5	26385,945	26385,945	0
1	10	40	10	5160000 SKILLS LEVY	20 180,00	23050	23050	24663,5	26385,945	26385,945	0
1	10	40	10	5110000 DEPRECIATION	4 500 000,00	4770000	4770000	5066000	5359572	5359572	0
1	10	40	10	5610001 ROADS MAINTENANCE- WARD 1	54 490,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610002 ROADS MAINTENANCE- WARD 2	70 600,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610003 ROADS MAINTENANCE- WARD 3	45 510,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610004 ROADS MAINTENANCE- WARD 4	89 670,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610005 ROADS MAINTENANCE- WARD 5	107 629,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610006 ROADS MAINTENANCE- WARD 6	82 041,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610007 ROADS MAINTENANCE- WARD 7	80 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5610008 STORMWATER MAINTENANCE	15 000,00	25000	25000	26500	28090	28090	0
1	10	40	10	5613000 R&M: NEW TIPPER TRUCK	10 000,00	20000	20000	21200	22472	22472	0
1	10	40	10	5614000 R&M: NEW GRADER	10 000,00	20000	20000	21200	22472	22472	0
1	10	40	10	5615000 R&M: NEW BAKKIE	180 000,00	150000	150000	159000	168540	168540	0
1	10	40	10	5616000 TAR PRE MIX	30 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5620000 STREET SIGNS AND ROAD MARKINGS	20 000,00	30000	30000	31800	33708	33708	0
1	10	40	10	5653000 ISUZU KB250 D - NK5318	40 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5655000 WATER TANKER - NK3856	5 000,00	80000	80000	84800	89888	89888	0
1	10	40	10	5656000 NK3184 - TLB	5 000,00	15000	15000	15900	16854	16854	0
1	10	40	10	5664000 NEW PAD FOOT ROLLER	25 000,00	30000	30000	31800	33708	33708	0
1	10	40	10	5690000 NK3816- FORD RANGER	35 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5800000 NK 7487- ROLLER	110 000,00	100000	100000	106000	112360	112360	0
1	10	40	10	5960000 CAT 320 - EXCAVATOR	45 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5970000 GRADER NK 1730	45 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	5980000 BELL TLB - NK3503	25 000,00	35000	35000	37100	39326	39326	0
1	10	40	10	5990000 ISUZU NK 5223	100 000,00	100000	100000	106000	112360	112360	0
1	10	40	10	5994000 ISUZU NK 2393	84 000,00	100000	100000	106000	112360	112360	0
1	10	40	10	5998000 ISUZU TIPPER TRUCK-NK562 6	20 000,00	20000	20000	21200	22472	22472	0
1	10	40	10	5999000 ISUZU 300 MINI TRUC-NK35 22	200 000,00	2450	2450	2600	2640	2640	0
1	10	40	10	6018000 MOBILE DIESEL BROWSER	750 000,00	93400	93400	100865	108940	108940	0
1	10	40	10	6020000 BOMAG-GENERATOR, WACKER& TAR SPRAY	50 000,00	800000	800000	848000	898880	898880	0
1	10	40	10	6285000 TRACKER	35 000,00	60000	60000	63600	67416	67416	0
1	10	40	10	6310000 MUNICIPAL SECURITY	30 000,00	40000	40000	42000	44944	44944	0
1	10	40	10	6690000 ELECTRICITY	2 200,00	20000	20000	21200	22472	22472	0
1	10	40	10	6720001 FUEL & OIL-ISUZU KB250D NK 5518	750 000,00	93400	93400	100865	108940	108940	0
1	10	40	10	6720012 FUEL & OIL- NK 3816	50 000,00	60000	60000	63600	67416	67416	0
1	10	40	10	6720013 FUEL & OIL- NK 1475	35 000,00	40000	40000	42000	44944	44944	0
1	10	40	10	6720014 FUEL & OIL- NK 1730	30 000,00	40000	40000	42000	44944	44944	0
1	10	40	10	6720015 FUEL & OIL- NK 7487	230 000,00	250000	250000	265000	280900	280900	0
1	10	40	10	6720017 FUEL & OIL- NK 3503	5 000,00	10000	10000	10600	11236	11236	0
1	10	40	10	6720020 FUEL & OIL- CAT 320 (EXC AVATOR)	32 000,00	40000	40000	42000	44944	44944	0
1	10	40	10	6720022 ISUZU TIP TRUCK- NK5223	250 000,00	250000	250000	265000	280900	280900	0
1	10	40	10	6720023 ISUZU TIP TRUCK- NK 2393	45 000,00	45000	45000	47700	50562	50562	0
1	10	40	10	6720029 FUEL & OIL NK5626	70 000,00	70000	70000	74200	78652	78652	0
1	10	40	10	6720031 FUEL AND OIL NK3522	60 000,00	60000	60000	63600	67416	67416	0
1	10	40	10	6720036 F&O WATER TANKER- NK3856	100 000,00	60000	60000	63600	67416	67416	0
1	10	40	10	6720037 F&O TIB- NK3844	60 000,00	60000	60000	63600	67416	67416	0
1	10	40	10	6720038 FUEL & OIL-PEDESTAL ROLL	10 000,00	10000	10000	10600	11236	11236	0
1	10	40	10	6720044 F&O: NEW PADFOOT ROLLER	40 000,00	40000	40000	42000	44944	44944	0
1	10	40	10	6720047 TRAFFIC NEW VEHICLE	0	0	0	0	0	0	0
1	10	40	10	6720048 F&O BOMAG-GENERATOR;WACKER; TAR SPRAY	30 000,00	30000	30000	31800	33708	33708	0
1	10	40	10	6720049 NEW TIPPER TRUCK F&O	25 000,00	30000	30000	31800	33708	33708	0
1	10	40	10	6720050 NEW GRADER F&O	30 000,00	50000	50000	53000	56180	56180	0
1	10	40	10	6720051 NEW BAKKIE	10 000,00	30000	30000	31800	33708	33708	0
1	10	40	10	6955000 LICENCES VEHICLES	65 000,00	100000	100000	106000	112360	112360	0
1	10	40	10	7230000 SUBSISTENCE/TRAVEL & ACCO	1 000,00	0	0	0	0	0	0
1	10	40	10	7431000 IMPAIRMENT LOSS	100 000,00	0	0	0	0	0	0
					10 926 406,00	11 306 930,00	12 015 270,60	12 768 086,99			

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**MOTOR VEHICLE LICENSING**

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	40	20	3620	VEHICLE LICENCE COMMISSION
1	10	40	20	5010000	SALARIES
1	10	40	20	5011000	ANNUAL BONUS
1	10	40	20	5094000	PERFORMANCE INCENTIVE
1	10	40	20	5095000	NON-PENSIONABLE ALLOWANCE
1	10	40	20	5100000	PENSION
1	10	40	20	5120000	MEDICAL AID
1	10	40	20	5140000	I/COUNCIL LEVY
1	10	40	20	5150000	UIF
1	10	40	20	5160000	SKILLS LEVY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-468 700,00	-515 570	-546 504	-579 294
<b>-468 700,00</b>	<b>-515 570,00</b>	<b>-546 504</b>	<b>-579 294</b>
303 360,00	335 530	359 017,1	384 148,297
25 280,00	27 960	29 917,2	32 011,404
3 035,00	3 355	3 589,85	3 841,1395
4 200,00	4 200	4 494	4 808,58
41 410,00	45 800	49 006	52 436,42
28 223,00	29 000	31 030	33 202,1
180,00	192	205,44	219,8208
3 290,00	3 650	3 905,5	4 178,885
3 035,00	3 650	3 905,5	4 178,885
<b>412 013,00</b>	<b>453 337,00</b>	<b>485 070,59</b>	<b>519 025,53</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**GRASS CUTTING**

Tn	Fm	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	45	40	3290000	MUNICIPAL PLANTATIONS	-3 100 000,00	0	0	0
1	10	45	40	4260000	SALES HAY	-7 000,00	-7000	-7000	-7000
						<b>-3 107 000,00</b>	<b>-7 000,00</b>	<b>-7 000,00</b>	<b>-7 000,00</b>
1	10	45	40	5010000	SALARIES	985 970,00	1355430	1450310,1	1551831,81
1	10	45	40	5011000	ANNUAL BONUS	82 165,00	1111290	119080,3	127415,921
1	10	45	40	5040000	OVERTIME	10 000,00	0	0	0
1	10	45	40	5060000	CELL PHONE ALLOWANCE	7 090,00	11088	11864,16	12694,6512
1	10	45	40	5094000	PERFORMANCE INCENTIVE	9 860,00	13360	14295,2	15295,864
1	10	45	40	5095000	NON-PENSIONABLE ALLOWANCE	27 000,00	46200	49434	52894,38
1	10	45	40	5100000	PENSION	148 590,00	182300	195061	208715,27
1	10	45	40	5120000	MEDICAL AID	46 990,00	63700	68159	72930,13
1	10	45	40	5140000	I/COUNCIL LEVY	990,00	1344	1438,08	1538,7456
1	10	45	40	5150000	UIF	10 800,00	14600	15622	16715,54
1	10	45	40	5160000	SKILLS LEVY	9 860,00	14600	15622	16715,54
1	10	45	40	5510000	DEPRECIATION	5 280,00	5600	5936	6292
1	10	45	40	5599000	REPAIRS & MAINTENANCE	40 000,00	0	0	0
1	10	45	40	5665000	NEW TRACTOR : NK 6939	20 000,00	30000	31800	33708
1	10	45	40	5870000	LAWN MOWERS & BRUSHCUTTER	75 000,00	75000	79500	84270
1	10	45	40	5989000	TOYOTA BAKKIE ESTATES NK1498	15 000,00	30000	31800	33708
1	10	45	40	5990000	ISUZU KB200 - NK5596	15 000,00	30000	31800	33708
1	10	45	40	5996000	TRACTOR NK 3552	25 000,00	30000	31800	33708
1	10	45	40	6015000	ALL TRAILERS	20 000,00	30000	31800	33708
1	10	45	40	6230000	INSURANCE	130 000,00	0	0	0
1	10	45	40	6310000	MUNICIPAL SECURITY	278 000,00	0	0	0
1	10	45	40	6500000	ADMIN COSTS	430 000,00	0	0	0
1	10	45	40	6570000	CHEMICALS	95 000,00	20000	21200	22472
1	10	45	40	6720006	FUEL & OIL- NK5596	50 000,00	50000	53000	56180
1	10	45	40	6720008	FUEL & OIL- LAWNMOWERS A ND BRUSHCUTTERS	110 000,00	110000	116600	123596
1	10	45	40	6720024	FUEL AND OIL TRAC-NK3552	30 000,00	30000	31800	33708
1	10	45	40	6720028	FUEL & OIL NK1498	45 000,00	45000	47700	50562
1	10	45	40	6720045	F&O: NEW TRACTOR NK 6939	20 000,00	30000	31800	33708
1	10	45	40	6795000	COMMISSION	70 000,00	0	0	0
1	10	45	40	6955000	LICENCES VEHICLES	2 000,00	5000	5300	5618
1	10	45	40	7055000	CONTRACTORS	2 500 000,00	0	0	0
1	10	45	40	7065000	PROFESSIONAL FEE	6 000,00	0	0	0
1	10	45	40	7067000	SEEDLINGS:NCT PLANTATION	40 000,00	0	0	0
						<b>5 360 595,00</b>	<b>2 334 512,00</b>	<b>2 492 721,84</b>	<b>2 661 694</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**SOLID WASTE**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	10	3210000	REFUSE COLLECTION	-450 000,00	-500000	-500000	-500000
1	10	55	10	3420000	INTEREST ON ACCOUNTS	-35 000,00	-25000	-26500	-28090
1	10	55	10	3680000	INTERGOVERNMENTAL- EQUIT ABLE SHARE	-3 053 494,00	-3153655	-998250	-1060000
						<b>-3 538 494,00</b>	<b>-3 678 655,00</b>	<b>-1 524 750,00</b>	<b>-1 588 090,00</b>
1	10	55	10	5010000	SALARIES	546 420,00	671665	718681,55	768989,2585
1	10	55	10	5011000	ANNUAL BONUS	51 370,00	56000	59920	64114,4
1	10	55	10	5040000	OVERTIME	50 000,00	20000	21400	22898
1	10	55	10	5050000	HOUSING ALLOWANCE	3 000,00	0	0	0
1	10	55	10	5060000	CELL PHONE ALLOWANCE	5 690,00	5690	6088,3	6514,481
1	10	55	10	5094000	PERFORMANCE INCENTIVE	6 165,00	6720	7190,4	7693,728
1	10	55	10	5095000	NON-PENSIONABLE ALLOWANCE	12 600,00	12600	13482	14425,74
1	10	55	10	5100000	PENSION	141 150,00	92000	98440	105330,8
1	10	55	10	5120000	MEDICAL AID	13 433,00	28440	30430,8	32560,956
1	10	55	10	5140000	I/COUNCIL LEVY	540,00	580	620,6	664,042
1	10	55	10	5150000	UIF	6 735,00	7350	7864,5	8415,015
1	10	55	10	5160000	SKILLS LEVY	6 165,00	7350	7864,5	8415,015
1	10	55	10	5510000	DEPRECIATION	340 000,00	360400	382024	404945
1	10	55	10	5666000	SKIPP TRUCK NK	30 000,00	50000	53000	56180
1	10	55	10	5997000	ISUZU REFUSE TRUCK NK563 2	50 000,00	60000	63600	67416
1	10	55	10	6010000	REFUSE COMPACTOR HANOMAG	40 000,00	0	0	0
1	10	55	10	6550000	BAGS REFUSE	40 000,00	50000	53000	56180
1	10	55	10	6720030	FUEL & OIL NK 5632	120 000,00	100000	106000	112360
1	10	55	10	6720039	F&O: REFUSE COMPACTOR HANNOMAG	30 000,00	10000	10600	11236
1	10	55	10	6720046	F&O:SKIPPER TRUCK NK4477	20 000,00	30000	31800	33708
1	10	55	10	6740000	FREE BASIC SERV GRANT	35 000,00	50000	53000	56180
1	10	55	10	6955000	LICENCES VEHICLES	15 000,00	20000	21200	22472
						<b>1 563 268,00</b>	<b>1 638 795,00</b>	<b>1 746 206,65</b>	<b>1 860 699</b>

**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**STREET CLEANING**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	20	5010000	SALARIES	552 790,00	705000	754350	807154,5
1	10	55	20	5011000	ANNUAL BONUS	54 400,00	58800	62916	67320,12
1	10	55	20	5094000	PERFORMANCE INCENTIVE	6 530,00	7050	7543,5	8071,545
1	10	55	20	5095000	NON-PENSIONABLE ALLOWANCE	16 800,00	33600	35952	38468,64
1	10	55	20	5100000	PENSION	116 100,00	96300	103041	110253,87
1	10	55	20	5120000	MEDICAL AID	16 816,00	10500	11235	12021,45
1	10	55	20	5140000	I/COUNCIL LEVY	720,00	770	823,9	881,573
1	10	55	20	5150000	UIF	7 070,00	7650	8185,5	8758,485
1	10	55	20	5160000	SKILLS LEVY	6 530,00	7650	8185,5	8758,485
						<b>777 756,00</b>	<b>927 320,00</b>	<b>992 232,40</b>	<b>1 061 688,67</b>



**RICHMOND MUNICIPALITY**  
**2016/2017 First Draft Budget**  
**LANDFILL SITE**

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	30	4250000	REFUSE DUMP FEES	-20 000,00	-20000	-20000	-20000
						<b>-20 000,00</b>	<b>-20 000,00</b>	<b>-20 000,00</b>	<b>-20 000,00</b>
1	10	55	30	5010000	SALARIES	248 220,00	363800	389266	416514,62
1	10	55	30	5011000	ANNUAL BONUS	27 855,00	30320	32442,4	34713,368
1	10	55	30	5040000	OVERTIME	10 000,00	0	0	0
1	10	55	30	5060000	CELL PHONE ALLOWANCE	3 600,00	0	0	0
1	10	55	30	5094000	PERFORMANCE INCENTIVE	3 350,00	3650	3905,5	4178,885
1	10	55	30	5095000	NON-PENSIONABLE ALLOWANCE	4 200,00	4200	4494	4808,58
1	10	55	30	5100000	PENSION	35 630,00	49700	53179	56901,53
1	10	55	30	5120000	MEDICAL AID	23 435,00	17410	18628,7	19932,709
1	10	55	30	5140000	I/COUNCIL LEVY	270,00	300	321	343,47
1	10	55	30	5150000	UIF	3 660,00	4000	4280	4579,6
1	10	55	30	5160000	SKILLS LEVY	3 350,00	4000	4280	4579,6
1	10	55	30	6310000	MUNICIPAL SECURITY	288 000,00	280160	302570	326775
1	10	55	30		HIRE OF EQUIPMENT		300000		
1	10	55	30	6690000	ELECTRICITY	35 000,00	50000	53000	56180
1	10	55	30	6902000	INTEREST PAID: UNWINDING OF LANDFILL SITE	250 000,00	250000	265000	280900
1	10	55	30	6955000	LICENCES VEHICLES	1 500,00	5000	5300	5618
						<b>938 070,00</b>	<b>1 362 540,00</b>	<b>1 136 666,60</b>	<b>1 216 025,36</b>

**RICHMOND MUNICIPALITY**  
**CAPITAL BUDGET:2016/2017**  
**BASIC CAPITAL**

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FUNDING</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
<u>Municipal Manager</u>					
	Laptop (Communications)	RM	15 000,00		
	Desktop (Planning officer)	RM	10 000,00		
<u>LED</u>	Informal Trader units	RM	100 000,00		
	Recorder	RM	5 000,00		
	Furniture	RM	20 000,00		
<u>Finance</u>					
	Shelving	RM	100 000,00		
	Office Furniture (Desks )	RM	30 000,00		
	2 Desktops	RM	30 000,00		
<u>Corporate</u>					
	2 Desktop Computer - Senior Admin Clerk and Admin Officer	RM	24 000,00		
	Blinds for IT Office	RM	6 000,00		
	LDV - Building Maintenance	RM	180 000,00		
	Office Furniture	RM	23 000,00		
	Digital Attendance recorder	RM	6 000,00		
	Small Tools	RM	5 000,00		
<u>Community</u>					
	Slahla Fencing ( 300 m) Phase 2 completion	RM	300 000,00		
	Laptop- Housing officer	RM	15 000,00		
	Firearms - 9mm Pistol x 3	RM	45 000,00		
	7 x Bullet proof vests	RM	50 000,00		
	Security vehicle	RM	285 000,00		
<u>Technical</u>					
	Gravel Road				
	2 x Tipper trucks	RM	1 800 000,00		

**RICHMOND MUNICIPALITY**  
**CAPITAL BUDGET: 2016/2017**  
**BASIC CAPITAL**

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FUNDING</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
<u>Municipal Manager</u>					
	Laptop (Communications)	RM	15 000,00		
	Desktop (Planning officer)	RM	10 000,00		
<u>LED</u>	Informal Trader units	RM	100 000,00		
	Recorder	RM	5 000,00		
	Furniture	RM	20 000,00		
<u>Finance</u>					
	Shelving	RM	100 000,00		
	Office Furniture (Desks )	RM	30 000,00		
	2 Desktops	RM	30 000,00		
<u>Corporate</u>					
	2 Desktop Computer - Senior Admin Clerk and Admin Officer	RM	24 000,00		
	Blinds for IT Office	RM	6 000,00		
	LDV - Building Maintenance	RM	180 000,00		
	Office Furniture	RM	23 000,00		
	Digital Attendance recorder	RM	6 000,00		
	Small Tools	RM	5 000,00		
<u>Community</u>					
	Slahla Fencing (300 m) Phase 2 completion	RM	300 000,00		
	Laptop- Housing officer	RM	15 000,00		
	Firearms - 9mm Pistol x 3	RM	45 000,00		
	7 x Bullet proof vests	RM	50 000,00		
	Security vehicle	RM	285 000,00		
<u>Technical</u>					
	Gravel Road				
	2 x Tipper trucks	RM	1 800 000,00		

Grass cutting					
10 x Brushcutter	RM	65 000,00			
Extended Trimming chain saw	RM	10 000,00			
1 x Laptop ( Technician)	RM	15 000,00			
<b>TOTAL BASIC CAPITAL</b>		<b>3 139 000,00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>	
<b>ADHOC</b>					
<b>Community</b>					
	Dept of				
	Arts and				
	Culture	125 000,00			
Library Book Tagging system	COGTA	2 000 000,00			
Small Business Incubation Centre					
	MIG	247 050,00			
Slahla Access Road					
Resurfacing of residential Roads Ward 1	MIG	6 000 000,00	2856063,64		
Construction of Sidewalk - Bambatha to Ndabikona	MIG	2 859 000,00			
Tarring of internal roads - Ward 4	MIG	2 500 000,00	5529752,89	1500000	
Construction of Kwabulawayo Sportsfield - Ward 5	MIG	4 500 000,00	2386968		
Construction of Uganda Road - Ward 7	MIG	3 420 000,00			
Asphalting of Smozomeni Main road - Ward 6	MIG	1 000 000,00	7 077 215,47	11544000	
Richmond Multi Purpose Sports Centre	MIG	10 500 000,00		5620000	
<b>PMU</b>					
Desktop computer x 1	MIG	15 000,00			
Office furniture	MIG	15 000,00			
		<b>33 181 050,00</b>	<b>17 850 000,00</b>	<b>18 664 000,00</b>	
		<b>36 320 050,00</b>	<b>17 850 000,00</b>	<b>18 664 000,00</b>	

**2.15 Municipal manager's quality certificate**

I Mr E S Sithole, Municipal manager of Richmond Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

**Mr E S Sithole**

Municipal manager of **RICHMOND MUNICIPALITY (KZ227)**

Signature \_\_\_\_\_

Date 30/05/2016 \_\_\_\_\_

A: Rates

	2015/2016	2016/2017	Percentage Increase
Residential Property	0,0068533	0,0072645	6%
Business, Commercial and industrial property	0,0138360	0,0146662	6%
Vacant Land	0,0205599	0,0217935	6%
Agricultural Property	0,0017610	0,0018161	3%
Public Service Purposes	0,0138360	0,0146662	6%
Public Service Infrastructure	0,0017610	0,0018161	3%
Public benefit organisation property	0,0017610	0,0018161	3%
Other	0,0040177	0,0042588	6%
Unauthorised Use	0,0205599	0,0217935	6%
Mixed Use Property	0,0068533	REMOVE	

Notes / General

**NB: All rebates and exemptions are contained in the rates policy and may in certain instances be applied to the rates as assessed above.**

1. Rates will be payable monthly in ten (10) equal instalments with the first instalment payable on 30 September 2016 and the last instalment payable on 30 June 2017.
2. The date on which the determination of rates come into operation is 1 July 2016.
3. Any rates remaining unpaid longer than 3 months will be subject to legal action to be instituted to recover the arrear amounts.
4. Any rates that are not paid on the due date will be subject to interest at the rate of 1.25% per month or part thereof.
5. A collection fee of 10% will be raised on the amount outstanding as at 1 May 2017 for annual rates and 1 June 2017 for monthly rates.

B: Tariff of Charges

1. BUILDINGS

(a) Plan inspection fees to accompany application for Approval of building plans for swimming pools

(i) Where the total area of the building or buildings Depicted on the plan of a new building does not exceed 30 square metres

283,70 300,72 6%

(ii) for each additional 10 square meters of floor area or part thereof by which such floor area exceeds 30 square meters

70,92 75,18 6%

(iii) for additions to a building where the floor area is increased, in respect of the proposed increased floor area

In accordance with i & 2 above In accordance with i & 2 above

(iv) for structural alterations to a building where the floor area is not increased

283,70 300,72 6%

(v) for any proposed structure which is of such a nature that the floor area cannot be measured, for each R1000,00 (or part thereof) in value as assessed by the Engineer/ Building Inspector

67,00 with a min of 200,00 67,00 with a min of 200,00 6%

(b) Plan inspection fee to accompany application for approval of swimming pool building plans

496,48 526,27 6%

(c) for every preliminary plan submitted for scrutiny, consideration and comment prior to the submission of plans and application in terms of paragraph 1(a) above

Cost plus 10% Cost plus 10%

(d) for each building site inspection by the Building Inspector

141,86 150,37 6%

(e) Damage caused by building operations: Deposit  
Where it is proposed to erect a new building or construct a swimming pool, the owner of the site shall, before commencing the proposed work, make a deposit with the Chief Financial Officer to cover or offset any cost of repair or reinstatement of the road verge, paving or guttering damaged as a result of such work.  
If any refund is due, the refund shall be made by the Chief Financial Officer following the signing of the relevant completion certificate.

354,63 375,91 6%

2. CEMETERY

(a) Burial Fee

- i. Adult
- ii. Child under 12 years of age
- iii. Child under 1 year of age or still born

354,63 375,91 6%  
177,32 187,95 6%  
133,99 142,07 6%

(a) (1) Maintenance levy

- i. Adult
- ii. Child under 12 years of age
- iii. Child under 1 year of age or still born

709,22 751,76 6%  
709,22 751,76 6%  
709,22 751,76 6%

If burial is on a Saturday/Sunday or Public holiday an overtime deposit will be charged

500,00 500,00 0%

Notes: 1. The charge for the burial of a new born child and mother in the same coffin shall be the same as for a single adult.

2. Maintenance levies shall be used for the general upkeep of the cemetery.

3. The municipality undertakes no responsibility for the repairing of monuments, gravestones or other erections.

(b) Grave site reservations

425,55 451,08 6%



	2015/2016	2016/2017	ANNEXURE A2 Percentage Increase
© Miscellaneous charges	Cost plus 10%	Cost plus 10%	
(i) Exhumation of body	Cost plus 10%	Cost plus 10%	
(ii) Overtime labour charges, in addition, to the normal burial fees, for burials on a Saturday, Sunday and Public Holidays and for funerals conducted after working hours on other days	Cost plus 10%	Cost plus 10%	
(iii) Interment of ashes in existing grave	214,21	227,09	6%
(iv) Containing ashes in Wall of Remembrance	283,70	300,72	6%
Note: All work to be undertaken at the cost plus 10% tariffs shall be subject to payment of a R350,00, deposit prior to such work being embarked upon.	350,00	350,00	0%
(d) The scale of charges for non-residents shall be double that made for residents, with the exception of overtime labour charge, the maintenance levy and the grave reservation fee shall be the same for residents and non-residents.			
<b>3. DOGS</b>			
(a) Impounding fee per animal per day	283,70	300,72	6%
(b) Charge for keeping and maintenance of impounded dogs, per day	Cost plus 10%	Cost plus 10%	
(c) Veterinary charges	Cost plus 10%	Cost plus 10%	
<b>4. DRAINAGE</b>			
(a) Plan inspection fee to accompany application for approval of sanitary/storm water drainage plans which are not included with building plans	141,86	150,37	6%
Note: All work to be undertaken at the cost plus 10% tariff shall be subject to the payment of R100,00 deposit prior to such work being embarked on			
<b>5. ENCROACHMENTS</b>			
(a) Verandahs, balconies, signboards, pumps and appliances and any other projections built or erected across or on any public sidewalk or road reserve with the Council's consent per annum or part thereof payable in advance with effect 1 July each year	227,10	240,76	6%
(b) For every application to erect or display any sign or boarding within the municipal area	141,86	150,37	6%
<b>6. HIRE OF MUNICIPAL HALLS, SPORTFIELDS, KITCHEN EQUIPMENT AND FITTINGS</b>			
(a) Hire of Memorial Hall			
(i) Weekdays			
09h00 to 16h30 - per hour	42,19	44,73	6%
16h30 to 24h00 - per hour	42,19	44,73	6%
(ii) After 24h00 - per hour	70,92	75,18	6%
(iii) Saturdays, Sundays and Public Holidays			
09h00 to 24h00 - per hour	42,19	44,73	6%
After 24h00 - per hour	42,19	44,73	6%
(iv) Hire of kitchen - per hour	70,92	75,18	6%
Hire of all other halls in the municipal area			
(i) Weekdays			
Minimum	R 355.00 for 4hrs	R 376.30 for 4hrs	6%
	+ R43.00 per hour thereafter	+ R45.58 per hour thereafter	6%
(ii) After 24h00 -per hour	67,00	71,04	6%
(iii) Saturdays, Sundays and Public Holidays			
Minimum	R 428.00 for 4hrs	R 453,68 for 4hrs	6%
	+ R64.25 per hour thereafter	+ R68.11 per hour thereafter	6%
(iv) Hire of kitchen	56,78	60,20	6%
(b) Reduced rate hire under paragraphs (a) will be on written application and subject to approval by the Municipal Manager. The hire of the halls for burials or funerals	141,86 141,86	150,37 150,37	6% 6%
(c) Hire of hall for reward, commercial or political purposes : double the charges set out in paragraph 6 (a).			
Notes: The Municipal Manager shall have the discretion to call upon any applicant to pay a deposit of R300,00 for offsetting the cost of repairing damage which the hirers use might rise to, or to refuse any application for hire or to discontinue periods of hire, subject to the applicant/hirer having a right of appeal to the municipality.			

**ANNEXURE  
A3  
Percentage  
Increase**

**7. LIBRARY**

(a) Charge for each item loaned from libraries and retained beyond the due or expired date

(i) Items other than video tapes per week or part thereof

(ii) Video tapes per day

2015/2016	2016/2017	
As per Library Services	As per Library Services	
As per Library Services	As per Library Services	
As per Library Services	to be removed	

**8. SANITARY SERVICES**

(a) Disposal of animal carcasses  
(i) Large animal (horses, cow etc)  
(ii) Small animal (dog, cat etc)

Cost plus 10%	Cost plus 10%	
42,65	45,23	6%

(b) Destruction, removal of items (subject to minimum charge of R20,00)

Cost plus 10%	Cost plus 10%	
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(c) Clearing of rank vegetation and overgrowth from private land

Cost plus 10%	Cost plus 10%	
---------------	---------------	--

(d) Supply of disposable refuse bags (each)

Suppliers cost plus 10%		
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(e) Removal of domestic and commercial refuse  
(i) from lots within municipal area (to be raised against the owner)  
- Domestic once a week  
- Commercial twice a week  
- Commercial five times a week

37,88	40,15	6%
288,29	303,47	6%
893,26	948,86	6%

**Residents**

(i) Per entry per sedan  
(ii) Per entry per sedan and trailer  
(iii) Per entry per half ton LDV  
(iv) Per entry per one ton LDV and trailer  
(v) Per entry per one ton LDV  
(vi) Per entry per one ton LDV and trailer  
(vii) Per entry per 3.5 ton truck  
(viii) Per entry per 6 cubic meter truck  
(ix) Per entry per 10 cubic meter truck

FREE	FREE	0%
13,44	14,25	6%
13,44	14,25	6%
40,10	42,50	6%
40,10	42,50	6%
60,17	63,77	6%
100,29	106,28	6%
133,78	141,79	6%
200,77	212,83	6%

**ALL GARDEN REFUSE DISPOSAL WILL BE FREE**

**9. TOWN PLANNING**

(a) Town Planning scheme, per copy

Suppliers price plus 10%		
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(b) Application in terms of Section 47 bis A(1) of Ordinance 27 of 1949

Area of land to be rezoned

Less than 1 hectare

1 hectare but less than 5 hectares

5 hectares but less than 10 hectares

10 hectares and over

1 134,81	1 202,90	6%
1 347,60	1 428,46	6%
1 418,52	1 503,63	6%
1 418,52	1 503,63	6%
plus R300,00 for every hectare or part thereof in excess of 10 hectares	plus R300,00 for every hectare or part thereof in excess of 10 hectares	

(no fees shall be payable for application by the state, and the municipality may reduce or waive fees where the applicant is a charitable institution.)

Zoning certificate

70,92	75,18	6%
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(c) GIS Data

Hard copy - per item

**Paper size A0**

(i) Plain paper - map  
(ii) Plain paper - topo/ortho  
(iii) Gloss paper - map  
(iv) Gloss paper - topo/ortho  
(v) Black and white copy

112,49	119,26	6%
134,80	142,89	6%
224,15	237,60	6%
268,40	284,53	6%
29,80	31,58	6%

**Paper size A1**

(i) Plain paper - map  
(ii) Plain paper - topo/ortho  
(iii) Gloss paper - map  
(iv) Gloss paper - topo/ortho  
(v) Black and white copy

89,35	94,70	6%
105,05	111,35	6%
178,65	189,37	6%
208,54	221,04	6%
21,23	22,49	6%

**Paper size A2**

**ANNEXURE  
A4  
Percentage  
Increase**

2015/2016	2016/2017	
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(i) Plain paper - map	68,25	72,34	6%
(ii) Plain paper - topo/ortho	82,30	87,24	6%
(iii) Gloss paper - map	134,80	142,89	6%
(iv) Gloss paper - topo/ortho	163,08	172,86	6%
(v) Black and white copy	21,23	22,49	6%
<b>Paper size A3</b>			
(i) Plain paper - map	21,23	22,49	6%
(ii) Plain paper - topo/ortho	28,28	29,96	6%
(iii) Gloss paper - map	42,65	45,23	6%
(iv) Gloss paper - topo/ortho	56,78	60,20	6%
(v) Black and white copy	0,62	0,65	4%
<b>Paper size A4</b>			
(i) Plain paper - map	14,14	14,97	6%
(ii) Plain paper - topo/ortho	21,23	22,49	6%
(iii) Gloss paper - map	28,28	29,96	6%
(iv) Gloss paper - topo/ortho	42,65	45,23	6%
(v) Black and white copy	0,45	0,48	8%
Map book - Thematic Maps	283,70	300,72	6%
Map book - Census	425,55	451,09	6%
(f) Search fee (town planning)	18,83	19,98	6%
(g) Copies of documents			
- A4	2,26	2,40	6%
- A3	3,31	3,49	6%
(h) Amendment to a scheme	4 014,68	4 255,56	6%
(i) Consent in terms of scheme	4 014,68	4 255,56	6%
(j) Subdivision of land up to 5 pieces of land			
- basic fee (exclu advert)	1 338,23	1 418,52	6%
- Plus per subdivision + remainder	233,09	247,09	6%
(k) Subdivision of land over 5 pieces of land			
- basic fee (exclu advert)	2 676,45	2 837,04	6%
- Plus per subdivision + remainder	120,35	127,55	6%
(l) Subdivision for government subsidised townships for low income housing project			
- basic fee (exclu advert)	220,84	234,10	6%
- Plus per subdivision + remainder	22,75	24,12	6%
(m) Cancellation of approved layout plan	1 338,23	1 418,52	6%
(n) Consolidation of land			
- basic fee	334,55	354,63	6%
- plus per component	68,13	72,24	6%
(o) Processing of DFA applications - basic fee	6 691,13	7 092,60	6%
(p) Preparation of service agreements - basic fee	1 338,23	1 418,52	6%
(q) Relaxation of municipal omnibus servitudes - basic fee	267,56	283,59	6%
(r) Alteration, suspension and deletion of condition of title relating to land - basic fee	2 676,45	2 837,04	6%
(s) Development situated outside the area of a scheme	4 014,68	4 255,56	6%
(t) Alteration, suspension and deletion of condition of approval relating to land - basic fee	4 014,68	4 255,56	6%
(u) Closure of municipal road - basic fee	4 014,68	4 255,56	6%
(v) Closure of public place	4 014,68	4 255,56	6%
(w) Rural settlement development	2 007,33	2 127,77	6%
(x) Advertisements costs shall be borne by the applicant. Upon confirmation of the application being complete and the 14 day acknowledgement period having lapsed, the Technical Services Department shall, within a period of 14 working days, supply the applicant with the text of the notice to be advertised in the two official languages of the region, which the applicant shall place in the local newspaper at their cost, and serve copies thereof on affected property owners as directed by the development officer.			

	2015/2016	2016/2017	ANNEXURE A5 Percentage Increase
(y) Enforcements			
- Spot fine - applicable to buildings after July 2008	6 691,12	7 092,59	6%
- Daily rate for transgression until submission of application for regularisation	689,10 per day	709,25 per day	6%
<b>10. MISCELLANEOUS TARIFFS</b>			
(a) Copy of valuation roll	142,09	150,72	6%
(b) Copy of voters list per copy	Cost plus 10%	Cost plus 10%	0%

© Copy of By-Laws, per page	7,06	7,47	6%
(d) Plans of townships	Suppliers price plus	Suppliers price plus 10%	
(e) Photostat copies, per sheet A4	1,00	1,06	6%
Photostat copies, per sheet A3	1,50	1,59	6%
(f) Section 160 (3) of Ordinance 25 of 1974 Valuation appeal fee	70,92	75,18	6%
(g) Ranks or stands for public buses/taxis per annum or part thereof (permits renewable with effect 1 July			
(i) Buses	141,85	150,37	6%
(ii) Taxis (Nelson)	141,85	150,37	6%
Taxis (Shepstone)	141,85	150,37	6%
(h) Construction of gutter bridges, dish drains and other works in terms of Section 209 (2) of ordinance 25 of 1974	Cost plus 10%	Cost plus 10%	
(i) Issue of any certificates, including rates clearance certificate	70,92	75,18	6%
(j) Negotiable instrument tendered in payment and dishonoured upon presentation for payment, penalty	113,57	120,40	6%
(k) Storage of abandoned or seized motor vehicles per day	283,70	300,72	6%
(l) Charge for work carried out on private property on request in case of need or because of default and otherwise provided for elsewhere in the tariff of charges	Cost plus 10%	Cost plus 10%	
(m) Search fee for each plan, document or file produced, excluding inspection of municipal minutes	66,91	70,93	6%
(n) Certified copy or extract from minutes and or hearing, per (100) words or part thereof	14,18	15,03	6%
(q) Storage of impounded livestock per animal per day	283,70	300,72	6%
(r) Illegal parking in staff parking	66,91	70,93	6%
(s) Fax charges per page	6,02	6,38	6%
(t) Business Licence and associated costs	as per the business act		
(u) Tender document fees	300,00	315,79	5%

Please note that the above tariffs are exclusive of vat.

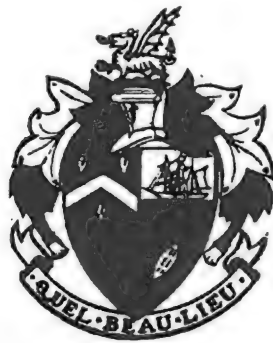
Please note that interest will be raised at 15% p.a. on all outstanding accounts.

These tariffs will come into operation on 1 July 2016.

The date on which the determination of rates will come into operation is 1 July 2016.

Any person who desires to object to the rates determination shall do so in writing within fourteen(14) days after by delivering such objection to the Municipal Manager, 57 Shepstone Street, Richmond, KwaZulu - Natal on weekdays from 08h00 to 16h00 or by posting the objection to the Municipal Manager P/Bag X1028, Richmond, 3780.

# **RICHMOND MUNICIPALITY**



## **RATES POLICY**

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## RATES POLICY

### PREAMBLE

#### **WHEREAS:**

The Council of the Richmond Municipality has resolved to levy rates on the market value of all rateable properties in its area jurisdiction as reflected in its property register compiled in terms of section 23 of the Act in order to provide a reliable source of revenue to provide basic services and perform its functions.

The Municipality must in accordance with the provision of section 3 of the Act adopt a rates policy consistent with the Municipal Property Rates Act, 2004 (Act No. 6 of 2004) on the levying of rates in the municipality.

Revenue raised from property rates will be used to fund services that benefit the community as a whole as opposed to individual households, and these services include, but are not limited to, the maintenance of streets, roads, sidewalks, lighting, storm drainage facilities, municipal and recreation facilities, cemeteries as well as the municipal administration in general.

### DEFINITIONS

Any words and phrases referred to in this policy shall have the same meaning and interpretation assigned in terms of the Municipal Property Rates Act 6 of 2004 ("the Act") and for this purpose lists hereunder the definitions used in the Act.

In this Act, unless the context indicates otherwise—

**"agent"**, in relation to the owner of a property, means a person appointed by the owner of the property—

- (a) to receive rental or other payments in respect of the property on behalf of the owner; or
- (b) to make payments in respect of the property on behalf of the owner;

**"agricultural purpose"**, means property that is used primarily for agricultural purposes but, without derogating from section 9, excludes any portion that is used commercially for the hospitality of guests and excludes the use of

- (a) the property for the purpose of eco-tourism or for the trading in or hunting of game;

**"annually"** means once every financial year;

**"appeal board"** means a valuation appeal board established in terms of section 56;

**“assistant municipal valuer”** means a person designated as an assistant municipal valuer in terms of section 35 (1) or (2);

**“category”**—

- (a) in relation to property, means a category of properties determined in terms of section 8; and
- (b) in relation to owners of properties, means a category of owners determined in terms of section 15 (2);

**“data-collector”** means a person designated as a data-collector in terms of section 36;

**“date of valuation”** means the date determined by a municipality in terms of section 31 (1);

**“day”** means when any number of days are prescribed for the performance of any act, those days must be reckoned by excluding the first and including the last day, unless the last day falls on a Saturday, Sunday or Public Holiday, in which case the number of days must be reckoned by excluding the first day and also any such Saturday, Sunday or public Holiday;

**“district municipality”** means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a category C municipality;

**“dominant use”** shall be assessed on the higher of either;

- 13.3.2.1 the measured extent under use (land and/or buildings), or
  - 13.3.2.2 the gross rental value of the area under use (land and/or buildings)
- where at least 66% of that property is used for a particular purpose.

**“effective date”**—

- (a) in relation to a valuation roll, means the date on which the valuation roll takes effect in terms of section 32 (1); or
- (b) in relation to a supplementary valuation roll, means the date on which a supplementary valuation roll takes effect in terms of section 78 (2) (b);

**“exclusion”**, in relation to a municipality’s rating power, means a restriction of that power as provided for in section 17;

**“exemption”**, in relation to the payment of a rate, means an exemption granted by a municipality in terms of section 15;

**“financial year”** means the period starting from 1 July in a year to 30 June the next year;

**“Income Tax Act”** means the Income Tax Act, 1962 (Act No. 58 of 1962);

**“land reform beneficiary”**, in relation to a property, means a person who—

- (a) acquired the property through—

- (i) the Provision of Land and Assistance Act, 1993 (Act No. 126 of 1993); or
- (ii) the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994);
- (b) holds the property subject to the Communal Property Associations Act, 1996 (Act No. 28 of 1996); or
- (c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25 (6) and (7) of the Constitution be enacted after this Act has taken effect;

**“land tenure right”** means a land tenure right as defined in section 1 of the Upgrading of the Land Tenure Rights Act, 1991 (Act no. 112 of 1991);

**“local community”**, in relation to a municipality—

- (a) means that body of persons comprising—
  - (i) the residents of the municipality;
  - (ii) the ratepayers of the municipality;
  - (iii) any civic organizations and non-governmental, private sector or labour organizations or bodies which are involved in local affairs within the municipality; and
  - (iv) visitors and other people residing outside the municipality who, because of their presence in the municipality, make use of services or facilities provided by the municipality; and
- (b) includes, more specifically, the poor and other disadvantaged sections of such body of persons;

**“local municipality”** means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality;

**“market value”**, in relation to a property, means the value of the property determined in accordance with section 46;

**“MEC for local government”** means the member of the Executive Council of a province who is responsible for local government in that province;

**“metropolitan municipality”** means a municipality that has exclusive executive and legislative authority in its area, and which is described in section 155 (1) of the Constitution as a category A municipality;

**“Minister”** means the Cabinet member responsible for local government;

**“multiple purposes”**, in relation to a property, means the use of a property for more than one purpose, subject to section 9;

**“municipal council” or “council”** means a municipal council referred to in section 18 of the Municipal Structures Act;

**“Municipal Finance Management Act”** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

**“municipal manager”** means a person appointed in terms of section 82 of the Municipal Structures Act;

**“Municipal Structures Act”** means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

**“Municipal Systems Act”** means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

**“municipal valuer” or “valuer of a municipality”** means a person designated as a municipal valuer in terms of section 33 (1);

**“newly rateable property”** means any rateable property on which property rates were not levied before the end of the financial year preceding the date on which this Act took effect, excluding—

- (a) a property which was incorrectly omitted from a valuation roll and for that reason was not rated before that date; and
- (b) a property identified by the Minister by notice in the Gazette where the phasing-in of a rate is not justified;

**“occupier”**, in relation to a property, means a person in actual occupation of a property, whether or not that person has a right to occupy the property;

**“office bearer”**, in relation to places of public worship, means the primary person who officiates at services at the place of worship;

**“official residence”** in relation to places of public worship, means-

- a) a portion of the property used for residential purposes; or
- b) one residential property, if the residential property is not located on the same property as the place of public worship, registered in the name of a religious community or registered in the name of trust established for the sole benefit of a religious community and used as a place of residence for the office bearer;

**“organ of state”** means an organ of state as defined in section 239 of the Constitution;

**“owner”—**

- (a) in relation to a property referred to in paragraph (a) of the definition of “property”, means a person in whose name ownership of the property is registered;
- (b) in relation to a right referred to in paragraph (b) of the definition of “property”, means a person in whose name the right is registered;

(bA) in relation to a time sharing interest contemplated in the Property Time- Sharing control Act, 1983 (Act no 75 of 1983), means the management association contemplated in regulations made in terms of Section 112 of the Property Time-Sharing control Act, 1983, and published in government notice R327 of 24 February 1984;

(bB) in relation to a share in a share block company, the share block company is defined in the Share Blocks Control Act, 1980 (Act no. 59 of 1980);

(bC) in relation to buildings, other immovable structures and infrastructure referred to in section 17(1)(f), means the holder of the mining right or the mining permit;

(c) in relation to a land tenure right referred to in paragraph (c) of the definition of "property", means a person in whose name the right is registered or to whom it was granted in terms of legislation; or

(d) in relation to public service infrastructure referred to in paragraph (d) of the definition of "property"; means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled", provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:

- (i) A trustee, in the case of a property in a trust excluding state trust land;
- (ii) an executor or administrator, in the case of a property in a deceased estate;
- (iii) a trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;
- (iv) a judicial manager, in the case of a property in the estate of a person under judicial management;
- (v) a curator, in the case of a property in the estate of a person under curatorship;
- (vi) a person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
- (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it;
- (viiiA) a lessee, in the case of property to which a land tenure right applies and which is leased by the holder of such right; or
- (viii) a buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

**“permitted use”**, in relation to a property, means the limited purposes for which the property may be used in terms of—

- (a) any restrictions imposed by
  - (i) a condition of title;
  - (ii) a provision of a town planning or land use scheme; or
- (b) any legislation applicable to any specific property or properties; or
- (c) any alleviation of any such restrictions;

**“person”** includes an organ of state;

**“place of public worship”** means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium; Provided that the property is –

- a) registered in the name of the religious community;
- b) registered in the name of a trust established for the sole benefit of a religious community; or
- c) subject to a land tenure right;

**“prescribe”** means prescribe by regulation in terms of section 83;

**“property”** means—

- (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or
- (d) public service infrastructure;

**“property register”** means a register of properties referred to in section 23;

**“protected area”** means an area that is or has to be listed in the register referred to in section 10 of the Protected Areas Act;

**“Protected Areas Act”** means the National Environmental Management: Protected Areas Act, 2003;

**“public benefit organization”** properties owned by public benefit organisations and used for any specific activities listed in Part 1 of the Ninth Schedule of the Income tax Act;

**“publicly controlled”** means owned by or otherwise under the control of an organ of state, including—

- (a) a public entity listed in the Public Finance Management Act, 1999 (Act No. 1 of 1999);



- (b) a municipality; or
- (c) a municipal entity as defined in the Municipal Systems Act;

**“public service infrastructure”** means publicly controlled infrastructure of the following kinds:

- (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
- (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
- © power stations, power substations or power lines forming part of an electricity scheme serving the public;
- (d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
- (e) railway lines forming part of a national railway system;
- (f) communication towers, masts, exchanges or lines forming part of a communications system serving the public;
- (g) runways or aprons at national or provincial airports;
- (h) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
- (i) any other publicly controlled infrastructure as may be prescribed; or
- (j) rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i);

**“public service purposes”** in relation to the use of a property, means property owned and used by an organ of state as-

- (a) hospitals or clinics;
- (b) schools, pre-schools

**“rate”** means a municipal rate on property envisaged in section 229 (1) (a) of the Constitution;

**“rateable property”** means property on which a municipality may in terms of section 2 levy a rate, excluding property fully excluded from the levying of rates in terms of section 17;

**“ratio”** means the relationship between the cent amount in the rand applicable to residential properties and different categories of non-residential properties: provided that the two relevant cent amounts in the rand are inclusive of any relieve

**“rebate”**, in relation to a rate payable on a property, means a discount granted in terms of section 15 on the amount of the rate payable on the property;

**“reduction”**, in relation to a rate payable on a property, means the lowering in terms of section 15 of the amount for which the property was valued and the rating of the property at that lower amount;

**“register”**—

(a) means to record in a register in terms of—

(i) the Deeds Registries Act, 1937 (Act No. 47 of 1937); or

(ii) the Mining Titles Registration Act, 1967 (Act No. 16 of 1967); and

(b) includes any other formal act in terms of any other legislation to record—

(i) a right to use land for or in connection with mining purposes; or

(ii) a land tenure right;

**“residential property”** means a property included in a valuation roll in terms of section 48 (2) (b) as residential in respect of which the permitted use is for residential purposes without derogating from section 9;

**“Rural Communal Land”** means State Trust Land which is either registered in the name of or vested in the ownership of the State or the Ingonyama Trust Board and which is held in Trust and communally inhabited in terms of old order rights or new order rights, including a traditional system of land tenure.

**“Sectional Titles Act”** means the Sectional Titles Act, 1986 (Act No. 95 of 1986);

**“sectional title scheme”** means a scheme defined in section 1 of the Sectional Titles Act;

**“sectional title unit”** means a unit defined in section 1 of the Sectional Titles Act;

**“specified public benefit activity”** means an activity listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act;

**“state trust land”** means land owned by the state—

(a) in trust for persons communally inhabiting the land in terms of a traditional system of land tenure;

(b) over which land tenure rights were registered or granted; or

(c) which is earmarked for disposal in terms of the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994);

**“this Act”** includes regulations made in terms of section 83.

(a) In this Act, a word or expression derived from a word or expression defined in subsection (1) has a corresponding meaning unless the context indicates that another meaning is intended;

**“vacant land”** means land where no immovable improvements have been erected or in the case of properties in the process of construction and the final occupation certificate has not been issued where the property cannot be permanently occupied.

### **Other Definitions**

**“child headed household”** means any child who is or is a blood relative of the owner of the property and which child is responsible for the care of siblings or parents

**“disabled”** means a person who qualifies to receive relief in terms of the Social Services Act, 1992 (Act No. 59 of 1992) or has been certified as disabled by a medical practitioner;

**“Indigent owner”** means an owner of property who is in permanent occupation of the property and qualifies for indigent relief in terms of the municipality's indigent policy.;

**“The Municipality”** means the Richmond Municipality;

**“Owners of property in an area affected by a disaster”** means owners of property situated within an area affected by:

(a) a disaster within the meaning of the **Disaster Management Act 57 of 2002**;

(b) any other serious adverse social or economic conditions;

**“Pensioner”** means

(a) a person in receipt of a social pension; or

(b) a person over the age of 60 years; or

© a person who has retired prematurely from employment due to medical reasons

**“Retiree”** means a person who has retired from employment in terms of that persons employment or who has reached the age of a pensioner;

**“Temporarily without income”** means;

(a) in the case of an employee –

(i) the period for which the person is entitled to benefits in terms of the Unemployment Insurance Act; or

(ii) 90 days whichever is the longer; or

(c) in any other case, a period of 90 days determined from the date of application by that person for relief in terms of the Municipality's policy;

**“Non-profit organizations”** means any organization which is registered in terms of the Non- profit Organizations Act.

## **1. IMPLEMENTATION OF THIS POLICY AND EFFECTIVE DATE**

- 1.1. This policy takes effect from 1 July 2015.
- 1.2. The Rates Policy must be reviewed annually, and if necessary amended by the Municipal Council, such amendments to be effected in conjunction with the Municipality's annual budget in terms of Sections 22 and 23 of the Municipal Financial Management Act.
- 1.3. The Municipality has adopted by-laws to give effect to the implementation of its Rates policy and such by-laws must be read in conjunction with this policy. The rates by-laws may differentiate between:
  - 1.3.1 categories of properties; and
  - 1.3.2 categories of owners of properties.
- 1.4. The by-laws adopted in terms of Item 1.3 may be reviewed annually, and if necessary be amended by the Municipal Council, in conjunction and in accordance with the Rates Policy.

## **2. FUNDAMENTAL PRINCIPLES OF THIS POLICY**

The principles of the policy are to ensure that:-

- 2.1. the power of the municipality to impose rates on property will not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities or the national mobility of goods services, capital or labour in terms of Section 229 of the Constitution of the Republic of South Africa;
- 2.2. all ratepayers, in a specific category, as determined by council from time to time, will be treated equitably;
- 2.3. property rates will be assessed on the market value of all rateable properties in the jurisdiction of the municipality and for the purpose of generating revenue to balance the budget after taking into account:

- 2.3.1 profits generated on trading and economic services; and
  - 2.3.2 the amounts required to finance exemptions, rebates and reductions of rates as approved by council from time to time;
- 2.4 property rates will not be used to subsidize trading and economic services;
- 2.5 the rates income generated by the municipality will take into account relief measures to address the social and economic needs of the community;
- 2.6 this Policy was developed in consultation with the community and in compliance with a process of community participation in terms of Chapter 4 of the Municipal Systems Act.
- 3. **THE PURPOSE OF THIS POLICY**
  - The purpose of this policy is to:
  - 3.1 comply with the provisions section 3 of the Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
  - 3.2 give effect to the principles outlined above;
  - 3.3 determine the methodology and to prescribe procedures for the implementation of the Act;
  - 3.4 determine criteria to be applied for the levying of differential rates for different categories of properties;
  - 3.5 determine or provide criteria for the determination of categories of properties and categories of owners of properties for categories of properties;
  - 3.6 determine criteria to be applied for granting exemptions, rebates and reductions;
  - 3.7 determine how the municipality's powers must be exercised in relation to multi purpose properties;
  - 3.8 determine measures to promote local economic and social development; and

- 3.9 identify which categories of properties the municipality has elected not to rate as provided for in section 7 of the Act.

4. **EQUITABLE TREATMENT OF RATEPAYERS**

This municipality is committed to treating all ratepayers on an equitable basis. "Equitable" does not necessarily mean "equal" treatment of ratepayers. The circumstances of each category of owner or category of property will be considered in a fair manner, and within the limitations set out in the Act. The Municipality may adopt measures to ensure equitable and fair treatment of ratepayers.

Any differentiation in levying rates must not constitute unfair discrimination.

5. **DISCRETIONARY DECISIONS ADOPTED BY THE MUNICIPALITY WITH RESPECT TO LEVYING OF RATES**

It is recorded that the Municipality has adopted the following resolutions:

- 5.1 To levy rates on all rateable property in its area of jurisdiction.
- 5.2 To determine the date of implementation as provided above.
- 5.3 To determine the date of general valuation.
- 5.4 To levy different cents in the rand for different categories of rateable property.
- 5.5 That the categories of properties for the purpose of differential rating referred to in 5.4 above are those specified in SECTION 6.1.1.
- 5.6 That the criteria for the assessment of market value in terms of section 8(1) of the MPRA shall be Actual use.
- 5.7 To determine that the valuations for multiple purpose usage will be assessed according to the dominant use of the property.
- 5.8 To not rate properties of which the municipality is the owner, except where the property is leased to a third party or where the property has been sold but not transferred to a third party.
- 5.9 To rate public service infrastructure (excluding municipal public service infrastructure) that is identifiable and to which a market related value can be determined with the proviso that the municipality may extend this annually to include other identifiable entities as the data set is available.



6. **CATEGORIES OF RATEABLE PROPERTY AND DIFFERENTIAL RATING**

6.1 Different rates may be levied for different categories of rateable property.

6.1.1 The different categories are as follows:

Residential	R
Commercial	C
Vacant Land	VL
Industrial	C
Agricultural	AG
Public Service Purposes	PS
Other	O
Public Service Infrastructure	PSI
Public Benefit Organisation	PBO
Unauthorised Use	UU

R as recorded

C means property used for commercial, industrial or business purposes

VL means property which is undeveloped and is not classified as any of the other listed categories.

AG means farm property used for agricultural purposes i.e. production of crops, livestock or generally recognized agricultural activities with those buildings which are generally considered necessary for agricultural activities.

PSP as recorded

O Means any property which is not associated with any of the categories of property listed above.

PSI as recorded

PBO means an activity listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act.

UU means any property used for any purpose other than its permitted zoned use or that has not been granted special consent by the municipality in terms of its Town Planning Scheme; or that has any unauthorized structures on the property that are not part of the approved plan; and that cannot therefore be placed into any of the existing current permitted use categories approved by Council in the Rates Policy.

6.2 A municipality may not levy:

- 6.2.1 different rates on residential properties, except as provided for in sections 11(1)(b), 21 and 89 of the Act;
- 6.2.2 a rate on non-residential properties that exceeds a prescribed ratio to the rate on residential properties determined in terms of section 1(1)(a) of the Act. As at the date of adoption hereof no rate has been prescribed;
- 6.2.3 rates which unreasonably discriminate between categories of non-residential properties; or
- 6.2.4 additional rates except in Special Rating Areas as provided for in the Act.

6.3 With due regard to the above, the following ratios are determined for differential rating purposes:

The rate on the categories on non-residential properties listed in the first column of this table may not exceed the ratio to the rate on residential properties listed in the second column of the table. The first number in the ratio represents residential property.	
<b>CATEGORY OF PROPERTY</b>	<b>RATIO IN RELATION TO RESIDENTIAL PROPERTY</b>
Residential	1:1
Commercial	1:2
Vacant Land	1:2
Industrial	1:2
Agricultural	1:0.25
Public Service Purposes	1:0.25
Other	1:0.52
Public Service Infrastructure	1:0.25
Public Benefit Organisation	1:0.25
Unauthorised Use	1:3

7. **RELIEF MEASURES FOR RATEPAYERS**

7.1.1 the need to grant relief to certain ratepayers (including the poor) with a view to providing for appropriate measures to alleviate the impact of the rates burden on them;

7.1.2 the effect of rates on non profit organizations whose income is applied solely to further the aims and objectives of the said organization, and which may be registered in terms of the Income Tax Act for tax reductions because of those activities;

7.1.3 the specified public benefit activities recognized by the act relating to those activities listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth schedule to the Income Tax Act, 1962 (Act No. 58 of 1962), and these public benefit organizations have been granted the relief identified below.

7.4 The Municipality will only consider the grant of relief to those organizations who meet the requirements set out in clause 7.1.2 and 7.1.3 above and whose activities are of a public and/or charitable nature.

7.5 The municipality will not grant relief in respect of the payment of rates other than by way of an exemption, a rebate or a reduction provided for in its rates policy and granted in terms of section 15 of the Act to:

7.5.1 a category of properties, or

7.5.2 a category of owners of properties as provided hereunder.

7.6 The municipality will not grant relief to the owners of properties on an individual basis.

8. **CATEGORIES OF OWNERS ENTITLED TO RELIEF**

This municipality has identified the categories of owners below for purposes of granting exemptions, rebates or reductions in terms of section 15 of the Act:

- 8.1.1 indigent owners;
- 8.1.2 pensioners;
- 8.1.3 owners temporarily without an income;
- 8.1.4 owners of property situated within an area affected by:
  - 8.1.4.1 a disaster within the meaning of the Disaster Management Act 57 of 2002;
  - 8.1.4.2 any other serious adverse social or economic conditions;
- 8.1.5 public benefit organizations who conduct the following specified public benefit activities:
  - 8.1.5.1 welfare and humanitarian; or
  - 8.1.5.2 health care; or
  - 8.1.5.3 education; and
  - 8.1.5.4 are registered in terms of the Income Tax Act for tax reductions because of the activities referred to in (8.1.6);
- 8.1.6 non-profit organizations registered in terms of the Non-profit Organizations Act whose activities are that of a public and charitable nature as may be specified by the Municipality from time to time;.
- 8.1.7 minor children who are the head of a household as defined in child headed household;
- 8.1.8 disabled persons;
- 8.1.9 retirees;

9. **EXEMPTIONS**

***An exemption is a release from liability for the payment of rates.***

A. **EXEMPTIONS GRANTED TO CATEGORIES OF PROPERTIES**

9.1 The Municipality has exempted in total, from payment of rates the following categories of properties:

- 9.1.1 Property registered in the name of and used primarily as a place of public worship by a religious community including an official residence also

registered in the name of that community, which is occupied by an office bearer who officiates at services at that place of public worship.

9.1.2 Non-Profit organization/s conducting sporting and recreation activities.

9.1.3 Properties situated on rural communal land and which are used exclusively as public places of worship by a religious community including an official residence also registered in the name of that community, which is occupied by an office bearer who officiates at services at that place of public worship.

## **B. EXEMPTIONS GRANTED TO CATEGORIES OF OWNERS OF PROPERTIES**

9.2 The Municipality has resolved to exempt from the payment of rates the following categories of owners of properties:

9.2.1 Properties owned by public benefit organizations which are used for any specific public benefit activities listed in Part 1 of the 9<sup>th</sup> Schedule to the Income Tax Act;

9.3 All applications for exemption shall be granted on an annual basis

9.4 In order to qualify for exemption all applicants shall comply with the following requirements:

9.4.1 written applications for exemption for each financial year must be lodged in the prescribed format with the Municipal Manager on or before the last working day of October ;

9.4.2 in the case of public benefit organizations upon proof of:

9.4.2.1 registration in terms of the requirements of the Income Tax Act;

9.4.2.2 an affidavit signed by the head of the public benefit organization or non profit organization before a Commissioner of Oaths that the property is used primarily for the specified public benefit activities and purposes of the said public benefit organization;

9.4.3 in the case of a religious community upon proof of submission that:

9.4.3.1 the property is used primarily as a place of public worship; and

- 9.4.3.2 in the case of the residence owned by the public benefit organization that property is occupied by an office bearer who officiates at services at that place of worship;
  - 9.4.3.3 a copy of the title deed issued by the Deeds Registry within the last 2 months reflecting that the property is registered in the name of the applicant. Note that the requirement does not apply to exemptions in terms of 9.1.3 hereof.
- 9.5. In the case of properties owned by non profit organizations upon proof of submission of:
- 9.5.1 an affidavit signed by the head of the non profit organization before a Commissioner of Oaths that the property is used primarily for the aims and objective of the said non profit organization ;
  - 9.5.2 that no private pecuniary profit is made from the property;
  - 9.5.3 that no rent is received by the applicant for any use of the property by other persons.
- 9.6 The Municipality reserves the right to specify such other requirements as the municipal council deems necessary from time to time.

## 10. **REDUCTIONS**

***A reduction is the lowering of the value of the property upon which rates will be levied.***

- 10.1 It is recorded that the municipality is precluded in terms of section 17(1)(h) of the Act from levying rates on the first R15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll of a municipality to a category determined by the municipality:
- 10.1.1 for residential properties; or
  - 10.1.2 for properties used for multiple purposes provided one or more components of the property are used for residential purposes.
- 10.2 The municipality has resolved to further reduce the value upon which rates will be levied by an amount not exceeding R 35 000,00 in respect of all developed properties or properties used for multiple purposes provided that one or more components of the property are used for residential purposes.



## 11. **REBATES**

***A rebate is a discount granted on the amount of rates payable by the ratepayer.***

- 11.1 The municipality has resolved to grant the following rebates, to the following categories of owners of properties in addition to the rebate granted to the category of properties in 11.1 above:

### **Schedule of the categories of properties granted rebates:**

<b>11.1 Indigent owners</b>		
11.1.1. Criteria	In order to qualify as an indigent owner, the owner must:	
	(a)	Be the sole owner of the property or owner jointly with his/her spouse;
	(b)	Be living permanently on the property;
	(c)	Not own any other property;
	(d)	Have an aggregate gross annual income not greater than: <ul style="list-style-type: none"> <li>• Single person : one state pension</li> <li>• Married person : two state pension</li> </ul>
	(e)	Provide proof of identity in the form of an identity document;
	(f)	Substantiate items 8.1.1.(a) above by way of a sworn affidavit before a Commissioner of Oaths;
	(g)	Provide proof of income on a sworn declaration and supported by documentation;
	(h)	Provide any other supporting documentation as may be specified by the municipality from time to time; and
	(i)	Make application annually on the prescribed form and within the prescribed time period.
11.1.2 Rebate granted	Gross Annual Household Income	Percentage Rebate
	Single person – not exceeding one state pension	50%
	Married person – not exceeding two state pensions	50%

<b>11.2. Rebates for the Aged</b>		
<b>11.2.1 Criteria</b>	In order to qualify , the owner must:-	
	(a)	Be at least 60 years of age at the date of application;
	(b)	Be the sole owner of the property or owner jointly with his/her spouse;
	(c)	Be living permanently on the property,
	(d)	Will be applicable to only one property if the applicant owns more than one property. – Will be applicable to the lowest valued property;
	(e)	Provide proof of identity in the form of an identity document;
	(f)	Substantiate items 11.2.1.(a) to (d) above by way of a sworn affidavit before a Commissioner of Oaths;
	(g)	Be a rate payer in Richmond for at least 7 years or more;
	(h)	Provide any other supporting documentation as may be specified by the municipality from time to time;
	(i)	Make application annually (by the last working day of November) on the prescribed form and within the prescribed time period.
<b>11.2.2 Rebate Granted</b>	Category	Percentage rebate
	60years – 64years	25%
	65years – 69years	50%
	70years and above	100%

**11.3** The Municipality will not grant relief in respect of the payment of a rate:

11.3.1 to a category of owners of properties, or to the owners of a category of properties, other than by way of an exemption, a rebate or a reduction as provided for in this policy and granted in terms of Section 15 of the Act; or

11.3.2 to the owners of properties on an individual basis.

**11.4** Applicants qualifying and meeting the criteria for all rebates as listed above, will only receive the rebate most beneficial to them.

12. **CRITERIA FOR DIFFERENTIAL RATING**

- 12.1 Differential rating is the levying of different rates for different categories of properties. The Municipality has resolved to levy differential rates for different categories of rateable property properties as reflected in Section 6.1.1 above and the rates applicable to the different categories of properties are as resolved by the council and gazetted:

13. **MULTIPLE PURPOSE PROPERTIES**

- 13.1 The municipality has resolved to valuations according to the dominant use of the property.

- 13.2 Section 9 of the Act provides for the value of properties to be based on one of the following criteria namely:

- 13.2.1 the permitted use (section 9(a));
- 13.2.2 the dominant use (section 9(b));
- 13.2.3 pro rata based on the various multi-purpose usage (Section 9(c)).

- 13.3 It is recorded that this municipality has determined that for the purpose of assessing the value of multi purpose properties the following criteria will apply:

- 13.3.1 option 13.2.1 will apply only in respect of vacant land which has not been put to any use. In this instance the zoning or permitted use prevails. If indeterminate, then the valuer will establish the Highest and Best Use of the property;

- 13.3.2 dominant usage as in 13.2.2 will be determined by the valuer as a basis for determining the use category. Dominant in this instance shall be measured as the higher of either;

- 13.3.2.1 the measured extent under use (land and/or buildings), or
  - 13.3.2.2 the gross rental value of the area under use (land and/or buildings).

- 13.4 Properties will be assessed on dominant use where at least 66% of that property is used for a particular purpose. The entire property will be assigned to that category of usage and the value will be assessed based on that usage only .

13.5 Section 9(c) of the Act allows for that multiple purpose properties to be determined by apportioning the market value of the property to the different purposes for which the property is used and then applying the respective rate randage to the different usages on a pro rata basis.

13.6 This municipality has resolved that:

13.6.1 generally properties will be assigned to a category based on its dominant usage.

#### 14. **COMMUNITY PARTICIPATION**

***It is recorded that every municipality may only adopt its rates policy or any amendment thereof or any review of its policy after following a process of community participation in accordance with chapter 4 of the Municipal systems Act, 2000.***

14.1 This Municipality will comply with its community participation and consultation obligations in terms of Chapter 4 of the Municipal Systems Act and Sections 4 and 5 of the Act before the Rates Policy or any review thereof is finally adopted. In terms of chapter 4 of the Municipal systems Act, 2000 (Act No. 32 of 2000) the Municipality is committed to:

14.1.1 building capacity of the local community to enable it to participate in the affairs of the Municipality; and

14.1.2 to foster community participation for which the municipality will allocate funds in its budget for such processes.

14.2 The Participation by the local community in municipal affairs will take place through the political structures; the mechanisms, processes and procedures for participation in municipal governance and any other appropriate mechanisms processes and procedures established by the municipality and generally to apply the provisions for participation as required by this act .

14.3 The municipality will provide for:

- 14.3.1 the receipt processing and consideration of petitions, objections and comments lodged by the members of the local community;
- 14.3.2 public meetings and hearings by the municipal council and other political structures (e.g. ward committees) and political office bearers of the municipality;
- 14.3.3 consultative sessions with locally recognized community organizations and where appropriate traditional authorities;

14.4 Communication with the public relating to the Rates Policy will be in terms of section 4(2) of the act by notice in:

- 14.4.1 local newspapers circulating in its area and determined by this council as a newspaper of record; and/or
- 14.4.2 official notice boards and other public places accessible to the public including the library and the municipal offices;
- 14.4.3 on the municipal website (*if applicable*);

and inviting the local community to submit comments and representations within the time specified in the notice.

## 15. **ANNUAL RATES INCREASE / DECREASE**

The Rates tariff will be reviewed (increased / decreased) annually during the budget process. On written application, and on good cause shown, the municipality may apply for exemption from the upper limit set by the National Treasury, on the percentage by which rates on properties or a rate on a specific category of properties may be increased.

## 16. **RECOVERY OF RATES**

16.1 The following people shall be liable for the payment of rates levied by the Municipality:

- 16.1.1 owner of a property;
- 16.1.2 joint owners of a property, who shall be liable jointly and severally;
- 16.1.3 the owner of a sectional title unit; and
- 16.1.4 in relation to agricultural properties:
  - 16.1.4.1 any one joint owner of the agricultural property for all the rates levied on the agricultural property; or

16.1.4.2 each individual joint owner for that portion of rates levied on the joint owner's undivided share in the agricultural property, which ever option the Municipality may choose in relation to agricultural properties.

16.2 In terms of Section 26 of the Act the Municipality will recover rates:

16.2.1 on a monthly basis levied over a ten (10) month period commencing with the first rate account being raised in August and the last account raised in May of each year. Payment for each monthly rates account must be made on or before the last working day following the month in which the account was raised.

16.2.2 payment on an annual basis may only be made by agreement with the municipality and payment must be effected on or before a date as determined annually by council.

16.3 The Municipality will furnish each person liable for the payment of rates with a written account in terms of Section 27 of the Act.

16.4 A Municipality may recover rates in arrears from tenants and occupiers in accordance with the provisions of Section 28 of the Act.

16.5 A Municipality may recover rates due, either whole or in part, from the agent of the owner if this is more convenient for the Municipality and in terms of Section 29 of the Act.

16.6 The municipalities Credit Control Policy shall apply to the collection of arrear rates.

17. **CONSOLIDATION AND APPORTIONMENT OF PAYMENTS**

Separate accounts of persons liable for payment to the municipality for either rates or services will be consolidated in one account and any appropriation of payments will be done in accordance with the municipality's credit control policy.



18. **DEFERMENT OF RATES**

18.1 The Municipality will on application defer the payment of rates in terms of section 26(3) of the Act under the following special circumstances. To qualify for deferment of rates, the Applicant: -

18.1.1 must be a pensioner, indigent, disabled, over 60 years of age, or who is not above 60 years of age, but has or has been retired from employment by reason of any illness or disability certified by a medical practitioner, dentist, psychologist, intern or intern psychologist contemplated in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and whose income from all sources whatsoever must not exceed the amount as disclosed in the Municipality's Indigent Policy. (including the income of the spouse, if applicable) and the Municipal valuation of the property must not exceed R 50 000;

18.1.2 must reside permanently on the property concerned;

18.1.3 must be the registered owner of the property.

18.2 Application must be made annually in writing on the prescribed form:

18.2.1 not later than the final date for payment of such rates provided that the council may in special circumstances grant a deferment of the payment of rates after the final date for such payment notwithstanding that such application was made after such final date for payment;

18.3 Deferment will be considered provided that the total amount of all rates so deferred together with accumulated interest accumulated thereon shall not at any time exceed 50% of the value of the property concerned as shown in the valuation roll.

18.4 The final date for payment of the rates on the property concerned shall not be affected by reason of any application for deferment in terms of subsection 17.2 above, provided that if the council allows such application, the portion of the rates in respect of which payment is deferred shall be refunded to the applicant.

- 18.5 The accumulated amount of the deferred rates shall bear interest at a rate determined from time to time by the council and the council may also approve the waiver of such interest.
- 18.6 Only the current year's rates can be considered for deferment and then only if the Applicant's rates are not in arrears.
- 18.7 Any deferment granted in terms of here of shall terminate immediately: -
- 18.7.1 upon the death of the registered owner; provided that the council may continue such deferment, in any case where it is established to its satisfaction that the property concerned has been inherited by the surviving spouse and that such spouse is continuing in occupation of the property;
  - 18.7.2 upon the expropriation, sale or other disposal of the property concerned;
  - 18.7.3 upon the owner ceasing to reside permanently on the property concerned;
  - 18.7.4 if the owner fails by the final date for the payment thereof, to pay rates or any part thereof owing in respect of the property concerned, after allowing for the amount of the deferment; and
  - 18.7.5 on expiry of the period of deferment.

19. **IMPERMISSIBLE RATES IN TERMS OF SECTION 17 OF THE ACT**

- 19.1 It is recorded that the Municipality may not, in terms of section 17 of the Act levy a rate on-
- 19.1.1 the first 30% of the market value of public service infrastructure;
  - 19.1.2 those parts of a special nature reserve, national park or nature reserve within the meaning of the Protected Areas Act, or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004, which are not developed or used for commercial, business, agricultural or residential purposes;

- 19.1.3 a property belonging to a land reform beneficiary or his or her heirs, provided that this exclusion lapses ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds;
- 19.1.4 the first R15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll of a municipality to a category determined by the municipality-
- 19.1.4.1 residential purposes;
- 19.1.4.2 for properties used for multiple purposes, provided one or more components of the property are used for residential purposes; or
- 19.1.5 on a property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by an office-bearer of that community who officiates at services at that place of worship.
- 19.2 The exclusion from rates of a property referred to in subsection 18.1.5 lapses if the declaration of that property as a special nature reserve, national park, nature reserve or national botanical garden, or as part of such a reserve, park or botanical garden, is withdrawn in terms of the applicable Act mentioned in that subsection.
- 19.3 If the property in respect of which the declaration is withdrawn is privately owned, the owner, upon withdrawal of the declaration, becomes liable to the municipality concerned for any rates that, had it not been for subsection 18.1.5, would have been payable on the property during the period commencing from the effective date of the current valuation roll of the municipality. If the property was declared as a protected area after the effective date of the current valuation roll, rates are payable only from the date of declaration of the property.
- 19.4 The amount for which an owner becomes liable in terms of paragraph (b) must be regarded as rates in arrears, and the applicable interest on that amount is payable to the municipality.
- 19.5 Paragraphs 18.2 and 18.3 apply only if the declaration of the property was withdrawn because of-

19.5.1 a decision by the private owner for any reason to withdraw from the agreement concluded between the private owner and the state in terms of the Protected Areas Act, and in terms of which the private owner initially consented to the property being declared as a protected area; or

19.5.2 a decision by the state to withdraw from such agreement because of a breach of the agreement by the private owner.

**20. CONSTITUTIONALLY IMPERMISSIBLE RATES**

20.1 The Act provides that in terms of Section 229(2)(a) of the Constitution a Municipality may not exercise its power to levy rates on property in a way that would materially and unreasonably prejudice -

20.1.1 national economic policies;

20.1.2 economic activities across its boundaries; or

20.1.3 the national mobility of goods, services, capital or labour.

**21) LAND TENURE RIGHTS**

Tenure rights and tenure holders are primarily associated with rural land. The character of a tenure right is one of communal living in terms of limited rights which exclude ownership in freehold, and provide for the right of use and enjoyment mainly for residential or agricultural purposes, but also embraces commercial use. The occupancy is associated with family, community and/or a traditional authority and not the cadastral or land parcel boundaries. Occupation and use will often straddle cadastral boundaries. Given the definition of 'property' and 'owner' Land Tenure Rights must be identified, valued and rated.

The identification, valuation and rating of the residential old order rights and residential Permission to Occupy and other residential Land Tenure rights have been excluded from separate rating for this valuation cycle, and will be valued as part of the parent property under the category rural communal land. The basis of this approach is informed by the character of the State Trust Land which precludes the identification of all usage at this stage. The cost and time implications outweigh the benefit of any revenue generation received, and which revenue will not be capable of being recouped especially in light of the legislative requirement to phase in the rating over a three year period. For this valuation cycle only the commercial and institutional units be identified, valued and rated separately.

# **RICHMOND MUNICIPALITY**



## **MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY**

## **RICHMOND MUNICIPALITY**

### **MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003**

**Date of adoption: 09<sup>th</sup> October 2006**

Richmond Municipality resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of the municipality.

### **IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY**

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## Definitions

1. In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

**“competitive bidding process”** means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;

**“competitive bid”** means a bid in terms of a competitive bidding process;

**“final award”**, in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;

**“formal written price quotation”** means quotations referred to in paragraph 12 (1) (c) of this Policy;

**“in the service of the state”** means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature;

**“long term contract”** means a contract with a duration period exceeding one year;

**“list of accredited prospective providers”** means the list of accredited prospective providers which the municipality must keep in terms of paragraph 14 of this policy;

**“other applicable legislation”** means any other legislation applicable to municipal supply chain management, including –

- (a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); and
- (c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);

**“Treasury guidelines”** means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

**“the Act”** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

**“the Regulations”** means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

**“written or verbal quotations”** means quotations referred to in paragraph 12(1)(b) of this Policy.

## CHAPTER 1

### IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

#### Supply chain management policy

2. (1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –
  - (a) gives effect to –
    - (i) section 217 of the Constitution; and
    - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
  - (b) is fair, equitable, transparent, competitive and cost effective;
  - (c) complies with –
    - (i) the Regulations; and
    - (ii) any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
  - (d) is consistent with other applicable legislation;
  - (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
  - (f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- (2) This Policy applies when the municipality.
  - a) procures goods or services;
  - (b) disposes goods no longer needed;
  - (c) selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
- (3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –
  - (a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
  - (b) electricity from Eskom or another public entity, another municipality or a municipal entity.

### **Amendment of the supply chain management policy**

3. (1) The accounting officer must –

- (a) at least annually review the implementation of this Policy; and
- (b) when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the council.

(2) If the accounting officer submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the accounting officer must –

- (a) ensure that such proposed amendments comply with the Regulations; and
- (b) report any deviation from the model policy to the National Treasury and the Provincial Treasury.

(3) When amending this supply chain management policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

### **Delegation of supply chain management powers and duties**

4. (1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –

- (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –
  - (i) Chapter 8 or 10 of the Act; and
  - (ii) this Policy;
- (b) to maximise administrative and operational efficiency in the implementation of this Policy;
- (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

- (d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.

(2) Sections 79 and 106 of the Act apply to the subdelegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).

(3) The accounting officer may not subdelegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality;

(4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

### **Subdelegations**

5. (1) The accounting officer may in terms of section 79 or 106 of the Act subdelegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such subdelegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.

(2) The power to make a final award –

- (a) above R1 million (VAT included) may not be sub delegated by the accounting officer;
- (b) above R500 000,00 (VAT included), but not exceeding R1 million (VAT included), may be sub delegated but only to –
  - (i) the chief financial officer;
  - (ii) a senior manager as per the delegations policy; or
  - (iii) a bid adjudication committee of which the chief financial officer or a senior manager is a member



(3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph (2) must within five days of the end of each month submit to the official referred to in subparagraph (4) a written report containing particulars of each final award made by such official or committee during that month, including—

- (a) the amount of the award;
- (b) the name of the person to whom the award was made; and
- (c) the reason why the award was made to that person.

(4) A written report referred to in subparagraph (3) must be submitted —

- (a) to the accounting officer, in the case of an award by —
  - (i) the chief financial officer;
  - (ii) a senior manager; or
  - (iii) a bid adjudication committee of which the chief financial officer or a senior manager is a member; or
- (b) to the chief financial officer or the senior manager responsible for the relevant bid, in the case of an award by —
  - (i) a manager referred to in subparagraph (2)(c)(iii); or
  - (ii) a bid adjudication committee of which the chief financial officer or a senior manager is not a member.
- (5) Subparagraphs (3) and (4) of this policy do not apply to procurements out of petty cash.
- (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been subdelegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.
- (7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

### **Oversight role of council**

6. (1) The council reserves its right to maintain oversight over the implementation of this Policy.

- (2) For the purposes of such oversight the accounting officer must –
  - (a) (i) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
  - (ii) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.

(3) The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor.

(4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

### **Supply chain management unit**

7. (1) A supply chain management unit is hereby established to implement this Policy.

(2) The supply chain management unit operates under the direct supervision of the chief financial officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

### **Training of supply chain management officials**

8. The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

## CHAPTER 2

### SUPPLY CHAIN MANAGEMENT SYSTEM

#### **Format of supply chain management system**

9. This Policy provides systems for –

- (i) demand management;
- (ii) acquisition management;
- (iii) logistics management;
- (iv) disposal management;
- (v) risk management; and
- (vi) performance management.

#### ***Part 1: Demand management***

#### **System of demand management**

10. (1) The accounting officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.

(2) The demand management system must –

- (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
- (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and
- (c) provide for the compilation of the required specifications to ensure that its needs are met.
- (d) To undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

## ***Part 2: Acquisition management***

### **System of acquisition management**

**11.** (1) The accounting officer must implement the system of acquisition management set out in this Part in order to ensure –

- (a) that goods and services are procured by the municipality in accordance with authorised processes only;
- (b) that expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
- (c) that the threshold values for the different procurement processes are complied with;
- (d) that bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
- (e) that any Treasury guidelines on acquisition management are properly taken into account.

(2) When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including –

- (a) the kind of goods or services; and
- (b) the name of the supplier.

### **Range of procurement processes**

**12.** (1) Goods and services may only be procured by way of –

- (a) petty cash purchases, up to a transaction value of R2,000 (VAT included);
- (b) three written quotations for procurements of a transaction value over R2 000 up to R10 000 (VAT included);
- (c) three formal written price quotations for procurements of a transaction value over R10 000 up to R200 000 (VAT included); and
- (d) a competitive bidding process for–
  - (i) procurements above a transaction value of R200 000 (VAT included); and
  - (ii) the procurement of long term contracts.

(2) The accounting officer may, in writing–

- (a) lower, but not increase, the different threshold values specified in subparagraph (1); or
- (b) direct that –
  - (i) three written quotations be obtained for any specific procurement of a transaction value lower than R2 000;
  - (ii) three formal written price quotations be obtained for any specific procurement of a transaction value lower than R10 000; or
  - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.

(3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

### **General preconditions for consideration of written quotations or bids**

**13.** A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

- (a) has furnished that provider's –
  - (i) full name;
  - (ii) identification number or company or other registration number; and
  - (iii) tax reference number and VAT registration number, if any;
- (b) has authorised the municipality to obtain a tax clearance from the South African Revenue Services that the provider's tax matters are in order; and
- (c) has indicated –
  - (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
  - (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
  - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

### **Lists of accredited prospective providers**

**14.** (1) In terms of MFMA Circular 81, as from 1 July 2016 municipalities and municipal entities must use the Central Suppliers Database (CSD).

(2) at least once a year through newspapers commonly circulated locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited service providers on the CSD.

**Petty cash purchases**

15. The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 12 (1) (a) of this Policy, are as follows –

- (a) Municipal Manager to determine the terms on which a manager may delegate responsibility for petty cash to an official reporting to the manager;
- (b) Municipal Manager to determine the maximum number of petty cash purchases or the maximum amounts per month for each manager;
- (c) Municipal Manager to determine any types of expenditure from petty cash purchases that are excluded where this is considered necessary; and
- (d) a monthly reconciliation report from each manager must be provided to the chief financial officer, including –
  - (i) the total amount of any petty cash purchases for that month; and
  - (ii) receipts and appropriate documents for each purchase

**Written or verbal quotations**

16. The conditions for the procurement of goods or services through written or verbal quotations are as follows:

- (a) Quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the municipality, provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;



- (b) to the extent feasible, providers must be requested to submit such quotations in writing;
- (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the accounting officer or another official designated by the accounting officer;
- (d) the accounting officer must record the names of the potential providers requested to provide such quotations with their quoted prices; and
- (e) if a quotation was submitted verbally, the order may be placed only against written confirmation by the selected provider.

#### **Formal written price quotations**

17. (1) The conditions for the procurement of goods or services through formal written price quotations, are as follows:

- (a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;
- (b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;
- (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer, and
- (d) the accounting officer must record the names of the potential providers and their written quotations.

(2) A designated official referred to in subparagraph (1) (c) must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph.

#### **Procedures for procuring goods or services through written or verbal quotations and formal written price quotations**

**18.** The procedure for the procurement of goods or services through written or verbal quotations or formal written price quotations, is as follows:

- (a) when using the list of accredited prospective providers the accounting officer must promote ongoing competition amongst providers by inviting providers to submit quotations on a rotation basis;
- (b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of the municipality;
- (c) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
- (d) the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written or verbal quotations and formal written price quotations accepted by an official acting in terms of a subdelegation;
- (e) offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;
- (e) acceptable offers, which are subject to the preference points system (PPPFA and associated regulations), must be awarded to the bidder who scored the highest points;
- (f) Richmond Municipality's requirements for proper record keeping.

### **Competitive bids**

**19.** (1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this Policy.

(2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts

or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

### **Process for competitive bidding**

**20.** The procedures for the following stages of a competitive bidding process are as follows:

- (a) Compilation of bidding documentation as detailed in paragraph 21;
- (b) Public invitation of bids as detailed in paragraph 22;
- (c) Site meetings or briefing sessions as detailed in paragraph 22;
- (d) Handling of bids submitted in response to public invitation as detailed in paragraph 23;
- (e) Evaluation of bids as detailed in paragraph 28;
- (f) Award of contracts as detailed in paragraph 29;
- (g) Administration of contracts
  - (i) After approval of a bid, the accounting officer and the bidder must enter into a written agreement.
- (h) Proper record keeping
  - (i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

### **Bid documentation for competitive bids**

**21.** The criteria to which bid documentation for a competitive bidding process must comply, must –

- (a) take into account –
  - (i) the general conditions of contract and any special conditions of contract, if specified;
  - (ii) any Treasury guidelines on bid documentation; and
  - (iii) the requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;

- (b) include the preference points system to be used , goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- (c) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
- (d) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–
  - (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –
    - (aa) for the past three years; or
    - (bb) since their establishment if established during the past three years;
  - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
  - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
  - (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
- (e) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

#### **Public invitation for competitive bids**

**22.** (1) The procedure for the invitation of competitive bids, is as follows:

(a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and

(b) the information contained in a public advertisement, must include –

- (i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph (2) of this policy;
- (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality ;and
- (ii) date, time and venue of any proposed site meetings or briefing sessions.;

(2) The accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.

(3) Bids submitted must be sealed.

(4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

### **Procedure for handling, opening and recording of bids**

**23.** The procedures for the handling, opening and recording of bids, are as follows:

(a) Bids–

- (i) must be opened only in public;
- (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and

- (iii) received after the closing time should not be considered and returned unopened immediately.
- (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
- (c) No information, except the provisions in subparagraph (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
- (d) The accounting officer must –
  - (i) record in a register all bids received in time;
  - (ii) make the register available for public inspection; and
  - (iii) publish the entries in the register and the bid results on the website.

#### **Negotiations with preferred bidders**

- 24.** (1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
- (a) does not allow any preferred bidder a second or unfair opportunity;
  - (b) is not to the detriment of any other bidder; and
  - (c) does not lead to a higher price than the bid as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.

#### **Two-stage bidding process**

- 25.** (1) A two-stage bidding process is allowed for –
- (a) large complex projects;
  - (b) projects where it may be undesirable to prepare complete detailed technical specifications; or
  - (c) long term projects with a duration period exceeding three years.

(2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.

(3) In the second stage final technical proposals and priced bids should be invited.

#### **Committee system for competitive bids**

**26.** (1) A committee system for competitive bids is hereby established, consisting of the following committees for each procurement or cluster of procurements as the accounting officer may determine:

- (a) a bid specification committee;
- (b) a bid evaluation committee; and
- (c) a bid adjudication committee;

(2) The accounting officer appoints the members of each committee, taking into account section 117 of the Act; and

(3) A neutral or independent observer, appointed by the accounting officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.

(4) The committee system must be consistent with –

- (a) paragraph 27, 28 and 29 of this Policy; and
- (b) any other applicable legislation.

(5) The accounting officer may apply the committee system to formal written price quotations.

#### **Bid specification committees**

**27.** (1) A bid specification committee must compile the specifications for each procurement of goods or services by the municipality.



(2) Specifications –

- (a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
- (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
- (c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
- (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labeling of conformity certification;
- (e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;
- (f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations 2001; and
- (g) must be approved by the accounting officer prior to publication of the invitation for bids in terms of paragraph 22 of this Policy.

(3) A bid specification committee must be composed of one or more officials of the municipality preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.

(4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

#### **Bid evaluation committees**

**28.** (1) A bid evaluation committee must –

- (a) evaluate bids in accordance with –
  - (i) the specifications for a specific procurement; and
  - (ii) the points system set out in terms of paragraph 27(2)(f).
- (b) evaluate each bidder's ability to execute the contract;
- (c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and;
- (d) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

(2) A bid evaluation committee must as far as possible be composed of-

- (a) officials from departments requiring the goods or services; and
- (b) at least one supply chain management practitioner of the municipality.

#### **Bid adjudication committees**

**29.** (1) A bid adjudication committee must –

- (a) consider the report and recommendations of the bid evaluation committee; and
- (b) either –
  - (i) depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or
  - (ii) make another recommendation to the accounting officer how to proceed with the relevant procurement.

(2) A bid adjudication committee must consist of at least four senior managers of the municipality which must include –

- (a) the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer; and
- (b) at least one senior supply chain management practitioner who is an official of the municipality; and
- (c) a technical expert in the relevant field who is an official, if such an expert exists.

(3) The accounting officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.

(4) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.

(5) (a) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –

- (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;
- (ii) notify the accounting officer.

(b) The accounting officer may –

- (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a); and

- (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

(6) The accounting officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.

(7) The accounting officer must comply with section 114 of the Act within 10 working days

#### **Procurement of banking services**

30. (1) A contract for banking services –

- (a) must be procured through competitive bids;
- (b) must be consistent with section 7 or 85 of the Act; and
- (c) may not be for a period of more than five years at a time.

(2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.

(3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

#### **Procurement of IT related goods or services**

31. (1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

(2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

(3) The accounting officer must notify SITA together with a motivation of the IT needs if –

- (a) the transaction value of IT related goods or services required in any financial year will exceed R500 000,00 (VAT included); or
- (b) the transaction value of a contract to be procured whether for one or more years exceeds R500 000,00 (VAT included).

(4) If SITA comments on the submission and the municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the Provincial Treasury and the Auditor General.

#### **Procurement of goods and services under contracts secured by other organs of state**

**32.** (1) The accounting officer may procure goods or services under a contract secured by another organ of state, but only if –

- (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
- (b) there is no reason to believe that such contract was not validly procured;
- (c) there are demonstrable discounts or benefits to do so; and
- (d) that other organ of state and the provider have consented to such procurement in writing.

(2) Subparagraphs (1)(c) and (d) do not apply if –

- (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
- (b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

#### **Procurement of goods necessitating special safety arrangements**

33. (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

(2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

### **Proudly SA Campaign**

34. The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:

- Firstly – suppliers and businesses within the municipality or district;
- Secondly – suppliers and businesses within the relevant province;
- Thirdly – suppliers and businesses within the Republic.

### **Appointment of consultants**

35. (1) The accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

(2) Consultancy services must be procured through competitive bids if

- (a) the value of the contract exceeds R200 000 (VAT included); or
- (b) the duration period of the contract exceeds one year.

(3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –

- (a) all consultancy services provided to an organ of state in the last five years; and
- (b) any similar consultancy services provided to an organ of state in the last five years.

(4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.

### **Deviation from, and ratification of minor breaches of, procurement processes**

36. (1) The accounting officer may –
- (a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
    - (i) in an emergency;
    - (ii) if such goods or services are produced or available from a single provider only;
    - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
    - (iv) acquisition of animals for zoos and/or nature and game reserves; or
    - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
  - (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.

(3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

### **Unsolicited bids**



37. (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.

(2) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

- (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
- (b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
- (c) the person who made the bid is the sole provider of the product or service; and
- (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.

(3) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph (2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –

- (a) reasons as to why the bid should not be open to other competitors;
- (b) an explanation of the potential benefits if the unsolicited bid were accepted; and
- (c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.

(4) The accounting officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder, to the National Treasury and the Provincial Treasury for comment.

(5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.

(6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.

(7) When considering the matter, the adjudication committee must take into account –

- (a) any comments submitted by the public; and
- (b) any written comments and recommendations of the National Treasury or the Provincial Treasury.

(8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.

(9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

### **Combating of abuse of supply chain management system**

**38. (1)** The accounting officer must—

- (a) take all reasonable steps to prevent abuse of the supply chain management system;
- (b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –
  - (i) take appropriate steps against such official or other role player; or
  - (ii) report any alleged criminal conduct to the South African Police Service;
- (c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
- (d) reject any bid from a bidder—
  - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or

- (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- (e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
- (f) cancel a contract awarded to a person if –
  - (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
  - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
- (g) reject the bid of any bidder if that bidder or any of its directors –
  - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
  - (ii) has been convicted for fraud or corruption during the past five years;
  - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

(2) The accounting officer must inform the National Treasury and Provincial Treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this policy.

### ***Part 3: Logistics, Disposal, Risk and Performance Management***

### **Logistics management**

39. The accounting officer must establish and implement an effective system of logistics management, which must include -

- (a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
- (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- (c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- (d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

### **Disposal management**

40. Sections 14 and 90 of the MFMA deal with the disposal of capital assets. These prescribe that, prior to transfer or disposal of a capital asset, council in an open meeting must decide that the asset is not needed to provide

the minimum level of basic municipal services, and must have considered the fair value for the asset and the economic community value to be received in exchange for the asset.

(i) The accounting Officer must ensure that:

- \* Immovable property is sold at market-related prices, except when the public interest or plight of the poor demands otherwise.

- \* Movable assets are sold either by price quotations, advertised competitive bidding, auction or at market related prices, whichever is the most advantageous to the municipality. The bid adjudication committee will determine the most advantageous method of disposal. The Accounting officer will approve sale of moveable assets with a value of less than R 1 000,00 (with delegated authority from Council under Section 14(4) of the MFMA).

- \* The National Conventional Arms Control Committee approves disposal of firearms.

- \* Market-related prices may be obtained through competitive bidding process.

(ii) For sale of land and buildings at market value, the market value will be either:

- (a) determined by a registered valuer and be approved by the Accounting Officer to the value of R1 000,00 or

- (b) submitted to council for approval under Section 14(2) of the MFMA where the value exceeds R 1 000,00. The same procedures for advertisement, evaluation and adjudication will apply as for procurement under Section 12 of this policy including application of the Preferential Procurement Policy Act and regulations.

(iii) Any asset may be transferred to another organ of state either at either or at market value or, when appropriate, free of charge.

(iv) Assets may be destroyed where this is assessed to be in the best interests of the public.



42. The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

#### ***Part 4: Other matters***

##### **Prohibition on awards to persons whose tax matters are not in order**

43. (1) No award above R30 000 may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.

(2) Before making an award to a person the accounting officer must first check with SARS whether that person's tax matters are in order.

(3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

##### **Prohibition on awards to persons in the service of the state**

44. Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

- (a) who is in the service of the state;
- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state;  
or
- (c) a person who is an advisor or consultant contracted with the municipality.

##### **Awards to close family members of persons in the service of the state**

45. The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –



- (a) the name of that person;
- (b) the capacity in which that person is in the service of the state; and
- (c) the amount of the award.

#### **Ethical standards**

**46. (1)** A code of ethical standards as set out in [subparagraph (2) / the ***“National Treasury’s code of conduct for supply chain management practitioners and other role players involved in supply chain management”***] is hereby established for officials and other role players in the supply chain management system of the municipality in order to promote –

- (a) mutual trust and respect; and
- (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.

(2) An official or other role player involved in the implementation of this Policy –

- (a) must treat all providers and potential providers equitably;
- (b) may not use his or her position for private gain or to improperly benefit another person;
- (c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
- (d) notwithstanding subparagraph (2) (c), must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
- (e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the municipality;

- (f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
- (g) must be scrupulous in his or her use of property belonging to municipality;
- (h) must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and
- (i) must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
  - (i) any alleged fraud, corruption, favouritism or unfair conduct;
  - (ii) any alleged contravention of paragraph 47(1) of this Policy; or
  - (iii) any alleged breach of this code of ethical standards.

(3) Declarations in terms of subparagraphs (2)(d) and (e) -

- (a) must be recorded in a register which the accounting officer must keep for this purpose;
- (b) by the accounting officer must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.

(4) The National Treasury's code of conduct must also be taken into account by supply chain management practitioners and other role players involved in supply chain management.

(5) A breach of the code of ethics must be dealt with as follows -

- (a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
- (b) in the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.

- (c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

**Inducements, rewards, gifts and favours to [municipalities / municipal entities], officials and other role players**

**47.** (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –

- (a) any inducement or reward to the municipality for or in connection with the award of a contract; or
- (b) any reward, gift, favour or hospitality to –
  - (i) any official; or
  - (ii) any other role player involved in the implementation of this Policy.

(2) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

- (3) Subparagraph (1) does not apply to gifts less than R350 in value.

**Sponsorships**

**48.** The accounting officer must promptly disclose to the National Treasury and the Provincial Treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –

- (a) a provider or prospective provider of goods or services; or

- (b) a recipient or prospective recipient of goods disposed or to be disposed.

### **Objections and complaints**

**49.** (1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

(2) The person hearing the objection must within 30 days after receipt of the written representation from the objector determine whether the objection is frivolous, vexatious or without merit.

(3) If the person hearing the objection finds that the objection is frivolous, vexatious or without merit, he/she

- a. must dismiss the objection and in writing notify the objector and any other interested party of his/her decision together with reasons for the decision; and
- b. must make an appropriate order as to costs, which may include the costs to the Municipality of having the objection heard.

### **Resolution of disputes, objections, complaints and queries**

**50.** (1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –

- (a) to assist in the resolution of disputes between the municipality and other persons regarding -
  - (i) any decisions or actions taken in the implementation of the supply chain management system; or
  - (ii) any matter arising from a contract awarded in the course of the supply chain management system; or
- (b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

(2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.

(3) The person appointed must –

- (a) strive to resolve promptly all disputes, objections, complaints or queries received; and
- (b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

(4) A dispute, objection, complaint or query may be referred to the Provincial Treasury if –

- (a) the dispute, objection, complaint or query is not resolved within 60 days; or
- (b) no response is forthcoming within 60 days.

(5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

(6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

#### **50. A Municipal Bid Appeals Tribunal**

(1) The council shall establish a Municipal Bid Appeals Tribunal for its area of jurisdiction to hear and determine an appeal against the award of a bid.

(2) The accounting officer of the municipality, in consultation with the Provincial Treasury, shall appoint the Chairperson, Deputy Chairperson and Members of the Municipal Bid Appeals Tribunal.

(3) The powers, duties and functions of the Municipal Bid Appeals Tribunal, and matters incidental thereto, are set out in the Rules.

(4) The administrative and secretarial work involved in the performance of the duties and functions of the Municipal Bid Appeals Tribunal shall be performed by officers of the Provincial Treasury as set out in the rules referred to in paragraph 50A(3).

(4) There shall be no further appeal against a decision of the Municipal Bid Appeals Tribunal.

**Contracts providing for compensation based on turnover**

51. If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –

- (a) a cap on the compensation payable to the service provider; and
- (d) that such compensation must be performance based.

**52. Management of expansions or variation orders against the original contract**

52.1 In exceptional cases the accounting Officer may deem it necessary to expand or vary orders against the original contract. The Accounting Officer may expanded or varied contracts by not more than 20 % or R20 million (including applicable taxes) for construction related goods, works and/or services by 15% or R15 million (including all applicable taxes) for all other goods and/or services of the original value of the contract, whichever is the lower amount. The relevant treasuries may, however, decrease these thresholds for institutions reporting to them.

52.2 Any deviations in excess of these thresholds will only be allowed subject to the prior written approval of the relevant treasury.

52.3 The contents of paragraph 52.1 are not applicable to transversal term contracts facilitated by the relevant treasuries and specific term contract as in such contract, orders are placed as and when commodities are required and that at time of awarding the contract, required quantities are not known.

**Commencement**

53. This Policy takes effect on 01 July 2016